



Places of Worship Property Questionnaire

(Supplementary to the Insurance Quotation Request)

If we are providing coverage for churches and other places of worship, we need additional information to consider your insurance quotation request:

| Heritage Listed Assets, Art and Objects of Religious and/or Cultural Significance | | |
|---|-----------------------------|------------------------------|
| 1) Is the property or parts of the property heritage listed? If Yes: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <p>Is the heritage listing over the entire building or façade and other portions?</p> <p>Is there a formal conservation management plan in place?</p> <p>Has a valuation or other professional assessment been undertaken that considers the costs and specialist resources required to repair or restore the building(s) to a reasonably equivalent appearance and functionality? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If Yes: What was the date of the last valuation</p> <p>Are the heritage components included in the replacement values?</p> | | |
| 2) Are the floors, walls or roof of the property decorated in iconography or other architectural or special finishes? If Yes: What amount or % of the replacement values has been attributed to this work? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3) Are there other significant items of religious musical equipment, art, curios, culturally significance included in the contents? If Yes: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <p>Have they been individually catalogued? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>What is the highest single valued item and its replacement amount \$</p> <p>What is the total replacement value of all item included in the declared contents sum insured \$</p> <p>How are high valued items secured within the premises?</p> | | |
| Use of Candles, Oil Lamps and other Sources of Ignition | | |
| 4) Does the organisation use candles and/or lamps as part of its religious services and celebrations? If Yes, please nominate all types in use: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| <p><input type="checkbox"/> LED (electronic flame) <input type="checkbox"/> Other non-combustible</p> <p><input type="checkbox"/> High Quality Paraffin wax <input type="checkbox"/> Other Paraffin wax <input type="checkbox"/> PVC <input type="checkbox"/> BYO from Congregation <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Oil candle <input type="checkbox"/> Oil lamps / torches <input type="checkbox"/> Other</p> | | |
| <p>Where other than non-combustible sources are in use, are policies and procedures in place to ensure:</p> <p>a. Lit candles and lamps are never left unattended <input type="checkbox"/></p> <p>b. Candles /lamps are never placed near curtains, furnishings other combustible materials <input type="checkbox"/></p> <p>c. Candles / lamps are always placed in sturdy holders and on sturdy surfaces made from non-combustible materials <input type="checkbox"/></p> <p>d. Adequate number of fire extinguishers are kept in close proximity <input type="checkbox"/></p> <p>e. Candles / lamps are extinguished and allowed to cool before being stored <input type="checkbox"/></p> <p>f. Non combustible containers are used to extinguish and place matches and lighting tapers as well as store extinguished candles whilst cooling <input type="checkbox"/></p> <p>g. Reused candles free of foreign materials such as matches and wick clippings and wicks are trimmed to less than 1cm <input type="checkbox"/></p> <p>h. Stock of candles kept in separate storage away from the premises <input type="checkbox"/></p> | | |

| Maintenance and Inspection | | |
|---|-----------------------------|------------------------------|
| 5) Does the organisation undertake regular inspection and have preventative maintenance programs in place for walls, floor coverings, roofs, gutters, gates and fences, electrical switchboards, plumbing, heating and cooling systems? Do they ensure: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| a. Buildings and surrounds are free from excess flammable materials such as timber, paper, and other debris | | <input type="checkbox"/> |
| b. Overhanging branches and vegetation regularly cleared from buildings | | <input type="checkbox"/> |
| c. Storm water drains are free of dirt, leaves, foliage and sediment | | <input type="checkbox"/> |
| d. Fire protection equipment is inspected in accordance with AS 1851-2012 | | <input type="checkbox"/> |
| e. Power boards are fitted with surge protection | | <input type="checkbox"/> |
| f. Lightning protection systems installed where required in accordance with AS 1768:2007 | | <input type="checkbox"/> |

Please return this completed questionnaire with your Insurance Quotation Request.

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