

**List of Physical Checks to be made by Parishioner in the Parish Priest's  
Absence**

(all items to be checked every 4 days during absence of parish priest required by insurance)

| <b>Item to be checked</b>                                 | <b>Date &amp; Time item checked</b> | <b>Initial of Parishioner checking</b> | <b>If Action was required, who was contacted</b> |
|-----------------------------------------------------------|-------------------------------------|----------------------------------------|--------------------------------------------------|
| <b>Check 1</b>                                            |                                     |                                        |                                                  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |                                     |                                        |                                                  |
| Heating System                                            |                                     |                                        |                                                  |
| Doors (closed & locked)                                   |                                     |                                        |                                                  |
| Windows (closed & locked)                                 |                                     |                                        |                                                  |
| <b>Check 2</b>                                            |                                     |                                        |                                                  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |                                     |                                        |                                                  |
| Heating System                                            |                                     |                                        |                                                  |
| Doors (Closed and Locked)                                 |                                     |                                        |                                                  |
| Windows (closed & locked)                                 |                                     |                                        |                                                  |
| <b>Check 3</b>                                            |                                     |                                        |                                                  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |                                     |                                        |                                                  |
| Heating System                                            |                                     |                                        |                                                  |
| Doors (closed & locked)                                   |                                     |                                        |                                                  |
| Windows (closed & locked)                                 |                                     |                                        |                                                  |
| <b>Check 4</b>                                            |                                     |                                        |                                                  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |                                     |                                        |                                                  |

|                           |  |  |  |
|---------------------------|--|--|--|
| Heating System            |  |  |  |
| Doors (closed & locked)   |  |  |  |
| Windows (closed & locked) |  |  |  |

|                                                           |  |  |  |
|-----------------------------------------------------------|--|--|--|
| <b>Check 5</b>                                            |  |  |  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |  |  |  |
| Heating System                                            |  |  |  |
| Doors (closed & locked)                                   |  |  |  |
| Windows (closed & locked)                                 |  |  |  |
| <b>Check 6</b>                                            |  |  |  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |  |  |  |
| Heating System                                            |  |  |  |
| Doors (Closed and Locked)                                 |  |  |  |
| Windows (closed & locked)                                 |  |  |  |
| <b>Check 7</b>                                            |  |  |  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |  |  |  |
| Heating System                                            |  |  |  |
| Doors (closed & locked)                                   |  |  |  |
| Windows (closed & locked)                                 |  |  |  |
| <b>Check 8</b>                                            |  |  |  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |  |  |  |
| Heating System                                            |  |  |  |

|                                                           |  |  |  |
|-----------------------------------------------------------|--|--|--|
| Doors (closed & locked)                                   |  |  |  |
| Windows (closed & locked)                                 |  |  |  |
| <b>Check 9</b>                                            |  |  |  |
| Water (sump pump, toilets, sinks, washer, hot water tank) |  |  |  |
| Heating System                                            |  |  |  |
| Doors (closed & locked)                                   |  |  |  |
| Windows (closed & locked)                                 |  |  |  |
|                                                           |  |  |  |