

# Place of Worship Information Sheet

Complete one of these sheets for each place of worship in your Maintenance Co-operative.

## Contact Details

Place of worship name	
Address including postcode	
Can the site be found by Sat Nav?	Yes/No
Details of person responsible for liaising with the Maintenance Co-operative	Name: Address: Phone no: Mobile no: Email:
Details of spiritual leader responsible for the place of worship (if applicable)	Name: Phone no: Mobile no: Email:
Details of building's keyholder(s)	Name: Phone no: Mobile no: Address: Email:

## Emergency Procedure

Procedure for reporting an accident	
Nearest pharmacy	
Nearest GP	
Nearest hospital with an A&E – name, address & phone no.	
Nearest hospital with a Minor Injuries Unit – name, address & phone no.	
Location of first aid kit	
Location of accident report book	
Location of nearest defibrillator (if applicable)	

## Facilities

Does the site have the following?

	Yes	No
Toilets		
Accessible toilets		
Baby changing facilities		
Kitchen		
Mains electricity		
Landline (please give number)		

If no to any of the above, where can the nearest facilities be found? Make a note here any other facilities available to Maintenance Co-operatives.

## Maintenance Records

Location of maintenance logbook	
Location of quinquennial inspection (QI) report	

## Equipment List

Item	Location	Owner

## Notes