

Risk management checklist

for arts organizations

☐ **Property**

1. Updates to roof, electrical, HVAC, and plumbing in last 20 years
2. No vacant buildings or other neglected structures in your control
3. All kilns, glass blowing and other high-temperature tools secured in buildings with heat resistant mitigation controls
4. Large scale sculptures and exhibition materials installed by professional contractors
5. Good housekeeping - stairways and entryways clear of paint cans etc., chemicals stored away from boiler and in heat resistant cabinets
6. Trees and shrubs cleared from roof and building
7. Artists and patrons responsible for respective works if bought/sold; no transit exposure for valuable items on part of organization

☐ **Liability**

1. Contracts entered with 3rd parties - name US additional insured on 3rd party insurance policy (weddings, contractors, bartenders, artists, etc.)
2. All slip and fall of guests mitigated - safe entry/exit to all buildings, parking lot free from debris and cleared of ice
3. Other than maintenance team for construction purposes, NO golf carts or driving of visitors in golf carts at any time, for any reason
4. Written crisis/emergency plan - action, response, handling of local media
5. Social media - etiquette, dealing with negative comments
6. Screening and evaluation of volunteers - no driving on your behalf

☐ **Auto**

1. Local driving
2. Driver screening process
3. Maintenance of owned vehicles

☐ **Verify coverage for all activities with your local insurance agent.**

☐ **Invite insurance company to visit your operation.**

