

SECURING VACANT/UNOCCUPIED BUILDINGS CHECKLIST

The following checklist provides guidance and best practices to help you secure and protect vacant, shut down or unoccupied buildings.

- This checklist provides general guidance only.
- Refer to the terms and conditions of your policy for further details regarding your obligations with respect to vacant, shut down or unoccupied buildings.
- In the event of any conflict between this general guidance and your policy, the terms of your policy will govern.

Rate, and document, the general building condition. Poor Average Excellent

- Poor - implies apparent lack of ongoing preventative maintenance and/or concerns around overall safety and upkeep of premises.
- Average – implies possible slight accumulation of debris or storage in general and perhaps minimal space exists around objects, production machines and exits.
- Excellent – implies extremely clean and well-kept premises. Good access to all areas and good egress/ingress in general.

Document the building’s condition in detail:

Check the building internally and externally at least every 72 hours and ideally, every 24 hours.

Responsible person’s name:

Enlist the building under the care and supervision of a competent person.

Responsible person’s name:

Securely close and lock all doors and windows. If the building has a monitored alarm system, notify your central station alarm company of the fact that the building will be unoccupied for a period of time.

Date:

Time:

Responsible person’s name:

Remove all rubbish from premises.

Date:

Time:

Responsible person's name:

Make arrangements to maintain the premises in good condition.

Responsible person's name:

Describe the measures that will be/have been taken:

Check the surrounding property on a regular basis (at least twice weekly) by a competent person.

Responsible person's name:

Frequency of inspection:

Maintain an inspection log.

Responsible person's name:

Determine whether heat needs to be maintained in the building.

Yes No

Responsible person's name:

Determine whether water pipes need to be drained to prevent frozen pipes.

Yes No

Responsible person's name:

Put precautions in place to prevent sprinkler water damage such as protection against freezing and develop a response plan in case of a water flow alarm.

Responsible person's name:

Describe the measures that will be/have been taken:

Take precautions to secure premises against unlawful entry.

Responsible person's name:

Describe the measures that will be/have been taken:

Please provide a basic description or listing of the contents (stock, equipment, furnishings, storage racking, etc.) remaining in the building and confirm that money and valuables have been removed from the site.

Responsible person's name:

Document content:

Document any additional comments or details: