

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: