

Securing Your Vacant Building and Property Checklist



Vacant buildings are an increased exposure to loss. This is because vacant buildings are not maintained and checked as frequently as buildings in use. As a result, we are more likely to see fire losses, vandalism and theft, and water damage losses from these types of buildings. Whenever a building is closed, for any period of time, it is important to regularly check and maintain the building to ensure it is in good condition. Depending on the circumstances, vacant buildings should be physically checked every day. In addition, you should consider installing closed circuit TV cameras, as well as other smart monitoring technology to stay alert on any changes to the building conditions. Use this checklist to help you properly close your building.

	Yes	No
Security		
Is there a formal policy in place to secure the vacant property?	<input type="checkbox"/>	<input type="checkbox"/>
Are there proper security guards in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are routine inspections planned?	<input type="checkbox"/>	<input type="checkbox"/>
Has the police station been notified?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire station been notified?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors and windows in good condition and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are security alarm systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is exterior lighting in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety		
Are automatic sprinkler systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire alarm systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants in good condition and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire extinguishers throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors locked?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a temperature alarm in service?	<input type="checkbox"/>	<input type="checkbox"/>
Has all non-essential power been disconnected?	<input type="checkbox"/>	<input type="checkbox"/>
Is any unneeded electrical equipment on?	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety		
Is there any sign of pests?	<input type="checkbox"/>	<input type="checkbox"/>
Is the buildings heating system in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Has the health and safety of the staff been addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Has the health and safety of visitors been addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a method of recording visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Is the inside of the building free of trash and combustibles?	<input type="checkbox"/>	<input type="checkbox"/>

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