Checklist for Vacant Building

Building Interior

YES	NO	1. Is there a sufficient amount of heating maintained in the building?
YES	NO	2. If not, is all water piping drained to prevent freezing?
YES	NO	3. Is the intrusion alarm system fully operational?
YES	NO	4. Is the fire alarm system fully operational?
YES	NO	5. Have all mechanical areas (boiler room/electrical room) been inspected for the presence of combustible and/or flammable materials?
YES	NO	6. Have all combustible and/or flammable materials been removed?
YES	NO	7. Is the electrical installation safe or turned off?
YES	NO	8. Is there an operational sprinkler system?
YES	NO	9. Is the building being checked daily by a competent individual?

- Broken or weak walls.
- Broken glass and rubbish.
- Protruding nails.
- · Risk of falling objects from roof or overhead structures.

10. Is the building checked for the following safety hazards:

- Missing or damaged stairs/ rails.
- Exposed wiring.

YES NO 11. Is the person inspecting both the interior and the exterior for signs of vandalism or entry?

Building Exterior

YES

NO

- YES NO 1. Are 'NO TRESPASSING' signs posted at all entrances to the building?
- YES NO 2. Are there any other accessible openings to the building, such as:
 - Roof lights.
 - Hatches.
 - Gaps in walls or roof.
- YES NO 3. Are the following adequate?
 - · Perimeter fencing/gates.
 - · Windows and doors.
- YES NO 4. Is any perimeter fencing maintained and in good condition?



YES	NO	5. Are windows and doors in good repair?			
YES	NO	6. Are there 'NO TRESPASSING' signs on the perimeter fencing?			
YES	NO	7. Is any vandalism or openings to the buildings repaired immediately?			
YES	NO	8. Is general maintenance to the building being kept up?The grass is cut.The garbage is removed.			
YES	NO	9. Is there exterior lighting?			
YES	NO	10. Is the exterior lighting maintained?			
YES	NO	11. Is the exterior lighting on timers to be operational for certain periods at night?			
In General					
YES	NO	1. Have the police been notified that the building is vacant?			
YES	NO	2. Have the police added the location to their patrols?			

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