

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?
- YES NO 10. Is the building checked for the following safety hazards:
- Broken or weak walls.
 - Broken glass and rubbish.
 - Protruding nails.
 - Risk of falling objects from roof or overhead structures.
 - 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 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?