

Unoccupied Buildings Checklist

1. Checklist Details

Location:	Inspection by:	Site:
	Position:	Inspection date:
	Inspection ref:	Review date:

2. Administration

(X as applicable)

<input type="checkbox"/> Has a plan been drafted to control the shutdown?	<input type="checkbox"/> Have insurers been advised that the property is vacant?
<input type="checkbox"/> Are documented minimum weekly routine inspections planned?	<input type="checkbox"/> Have the local fire brigade and police advised?
<input type="checkbox"/> Does the plan detail responsibility for managing the property?	<input type="checkbox"/> Has mail been redirected?
<input type="checkbox"/> Has a risk assessment been completed?	<input type="checkbox"/> Have all keys been accounted for?
Comments:	

3. Health and Safety (H&S)

(X as applicable)

<input type="checkbox"/> Has the H&S of staff been assessed?	<input type="checkbox"/> Has the H&S of visitors been assessed?
<input type="checkbox"/> Has the H&S of trespassers, including children been assessed?	<input type="checkbox"/> Is there a method of recording visitors?
<input type="checkbox"/> Have environmental assessments of the site been undertaken?	<input type="checkbox"/> Are there any asbestos containing materials present?
Comments:	

4. Management and Housekeeping

(X as applicable)

<input type="checkbox"/> Has the site been checked for potentially dangerous objects?	<input type="checkbox"/> Have combustible items been removed from external areas?
<input type="checkbox"/> Have combustible items been removed from internal areas?	<input type="checkbox"/> Are any skips or portable buildings present?
<input type="checkbox"/> Are the walls and roof in a good state of repair?	<input type="checkbox"/> Are windows and doors in a good state of repair?
<input type="checkbox"/> Are gutters, downpipes and drains clear of obstruction?	<input type="checkbox"/> Have all non-essential utilities been isolated or disconnected?
<input type="checkbox"/> Have flammable liquids and hazardous substances been removed?	<input type="checkbox"/> Have external storage tanks been drained and purged?
Comments:	

5. Security

(X as applicable)

- Have all valuable contents been removed?
- Have all accessible glazed areas been made secure?
- Is an intruder alarm installed?
- Is perimeter lighting in place?
- Are perimeter walls, gates and fences in good condition?
- Has access to car parks been restricted?

- Have all external doors been adequately secured?
- Have all letterboxes been sealed?
- Is CCTV operational?
- Is there any internal lighting in place?
- Has foliage been cut back?
- Are security guards present?

Comments:

6. Fire Safety

(X as applicable)

- Is an automatic sprinkler system operational?
- Are any forms of gaseous fire protection installed?
- Have fire escape arrangements been reviewed?

- Is an automatic fire detection system installed?
- Are there any portable fire extinguishers?
- Have hazard warning signs been considered?

Comments:

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