

Securing vacant properties checklist

Administration	Yes	No	Actions
Formal policy in place to secure vacant properties?			If no, develop a written policy to secure all vacant properties.
Have the building's insurers been notified?			If no, notify insurers as this may impact coverage and require force placing insurance.
Are routine inspections planned?			If no, prepare a regular inspection plan.
Has a forwarding of mail been arranged?			If no, put arrangements in place.
Has the police department been informed?			If no, contact the local police department immediately.
Has the fire department been informed?			If no, contact the local fire department immediately.
Have key holders been assigned?			If no, nominate said key holders.
Have the police been given key holder details?			If no, ensure the local police are informed.
Security	Yes	No	Action
Is there a method of recording authorized visitors?			If no, investigate a system to record all visits by contractors, staff, visitors etc.
Are there vulnerable access points?			If yes, consider upgrading physical security.
Are all perimeter barriers in good repair?			If no, repair fences etc.
Are existing doors and door hardware adequate?			If no, upgrade or consider boarding up.
Are letter flaps, drops etc. sealed?			If no, seal or box to prevent junk mail and flammable liquid introduction.
Are existing windows in good repair?			If no, repair as a matter of urgency.
Are accessible windows adequately protected?			If no, fit protection.
Is there a perimeter burglar alarm?			If yes, maintain service and upgrade as necessary. If no, consider installation.
Is there interior and perimeter lighting in place?			If yes, consider retaining on a timed circuit.
Are all keys accounted for?			If no, change locks urgently.
Is there any company personnel onsite daily or on a frequent basis in ensure the property is in good condition?			If no, consider at least a daily or a weekly external and interior inspection of the property to ensure it is in good repair.

Securing vacant properties checklist - *continued*

Housekeeping/Health and Safety	Yes	No	Actions
Has the health and safety of visitors been addressed?			If no, make an assessment and implement recommendations.
Has the health and safety of security staff been addressed?			If no, make an assessment and implement recommendations.
Has all refuse been removed from the inside of buildings?			If no, ensure all refuse is removed.
Has all refuse been removed from the outside of buildings?			If no, ensure all refuse is removed.
Are there unnecessary furnishings and furniture present?			If yes, remove all unnecessary items.
Are there any portable buildings present?			If yes, remove.
Have all non-essential services been disconnected?			If no, ensure disconnections are done so as not easily reconnected.
Are any essential water services to remain?			If yes, ensure that frost protection (proper heating) is in place.
Are there any flammable liquids?			If yes, remove or dispose of safely.
Are there any fuel tanks?			If yes, ensure tanks are empty and purged (seek advice where appropriate).
Fire Safety	Yes	No	Action
Is there an automatic sprinkler system?			If yes, consider retaining with regular maintenance and adequate heat protection.
Is there an automatic fire detection system?			If yes, consider retaining with regular maintenance.
Are fire hoses provided?			If yes, consider retaining with regular maintenance and adequate heat protection.
Are there portable fire extinguishers throughout the facility?			If no, assess need.
Is there a fire pump for the sprinkler systems?			If yes, consider retaining with regular maintenance and adequate heat protection.
Is there a suction and/or gravity tank for the sprinkler systems?			If yes, consider retaining with regular maintenance and adequate heat protection.
Is all water to be shut off and heat not maintained?			If yes, be sure to drain all systems completely. Look for trapped drains.
Is any unneeded electrical equipment remaining on?			If yes, be sure all unneeded electrical equipment is properly turned to the off position and locked out in accordance with your organization's lock out/ tagged out procedures.

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