



# Vacant Building Checklist

**Building Address :**

**Date of Inspection:**

Heat on and temperature is maintained above 10 °C for all parts of building, 24 hours per day during the heating season.

Water shut off. Pipes, toilet tank and bowls, radiators and associated piping drained.

Hot water heater turned off and drained.

Premises checked every 72 hours (or every 24 hours if water is left on due to heating requirements).

Doors and windows secure, no signs of a break-in or attempted break-in. No signs of theft of external metals, no damage to oil and gas tanks.

Walkways and driveways leading to the building clear of snow and salted / sanded.

Premises free of debris and combustible materials.

Timers are set to turn lights on / off on the inside and outside of the building.

Ensure that security and fire protection systems are operational.

No signs of water ingress into the building.

Non-essential electrical equipment turned off and unplugged.

Remove all mail, flyers or advertisements.

Additional notes or comments:

**Completed by:**

**Title/Position:**

**Signature:**

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit [www.ecclesiastical.ca](http://www.ecclesiastical.ca)