

# VACANT PROPERTY CHECKLIST

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MANAGEMENT	YES	NO	CHECK	ACTION REQUIRED?		BY WHOM?	BY WHEN?	DATE COMPLETED
				YES	NO			
Is a responsible manager nominated?			If <b>NO</b> , nominate a team leader.					
Have the building insurers been informed?			If <b>NO</b> , ensure the insurer is informed in writing.					
Are regular inspections scheduled?			If <b>NO</b> , schedule regular inspections or alternatively outsource.					
Has post been re-directed?			If <b>NO</b> , contact the Post Office.					
Have keyholders been nominated?			If <b>NO</b> , ensure key sets are duplicated and distributed. Keyholding can be outsourced if required.					
Have the local police force been informed of the building status and keyholder details?			If <b>NO</b> , inform your neighbourhood police station. Find these here - <a href="https://www.police.uk/pu/contact-the-police/uk-police-forces/">https://www.police.uk/pu/contact-the-police/uk-police-forces/</a>					
Have the local fire brigade been informed and made aware of specific fire risks?			If <b>NO</b> , inform your local fire department. Find these here - <a href="https://www.fireservice.co.uk/information/ukfrs/">https://www.fireservice.co.uk/information/ukfrs/</a>					
Have options to mitigate empty property rates been explored?			If <b>NO</b> , consult specialist service providers.					
Have owners of all items on hire/lease including photocopiers, franking machines, beer kegs etc been notified?			If <b>NO</b> , make contact with the leasing companies and schedule removal from site.					
Have options to mitigate risk of fly-tipping and traveller occupation been explored?			If <b>NO</b> , make an assessment and implement recommendations.					
Has a risk assessment been completed involving the above parties?			If <b>NO</b> , conduct a systematic assessment and document. Use 'crime in your area' postcode checks.					

HEALTH AND SAFETY	YES	NO	CHECK	ACTION REQUIRED?		BY WHOM?	BY WHEN?	DATE COMPLETED
				YES	NO			
Have the H&S risks to visitors, contractors & staff been assessed?			If <b>NO</b> , make an assessment and implement recommendations.					
Have the H&S issues of trespassers, including children, been assessed?			If <b>NO</b> , make an assessment and implement recommendations.					
Has all rubbish been removed from internal & external areas?			If <b>NO</b> , ensure all rubbish is removed especially potentially combustible material.					
Has the site been checked for dangerous items including sharp edges, trips or falls?			If <b>NO</b> , check site and make safe if possible. Alternatively sign-post and document on the site risk assessment.					



HEALTH AND SAFETY	YES	NO	CHECK	ACTION REQUIRED?		BY WHOM?	BY WHEN?	DATE COMPLETED
				YES	NO			
Are all bannisters, walkways, rails or other fall protection in good conditions?			If <b>NO</b> , make good or isolate the area to prevent access. Use signage and record on the site risk assessment.					
Have all non-essential furniture, fixtures & equipment been removed from site?			If <b>NO</b> , remove from site especially potentially combustible items.					
Have all white goods and kitchen equipment been removed from site?			If <b>NO</b> , ensure they are removed. Fridges require de-gassing at a local authority recycling site.					
Have all skips, bins and local authority waste bins been removed from site?			If <b>NO</b> , ensure they are removed or at least emptied.					
Have final meter readings been taken?			If <b>NO</b> , ensure they are recorded, images taken and time/date stamped.					
Have all utilities been disconnected?			If <b>NO</b> , ensure utilities are switched off, fuses removed, water systems drained down and isolated if possible. Essential circuits for smoke alarms, sump pumps, sprinkler systems to remain live.					
Is the site asbestos register available and up to date?			If <b>NO</b> , find the register or instruct an asbestos survey company.					
Have all propane or gas cylinders been removed from site?			If <b>NO</b> , ensure they are removed.					
Have all fuel or oil tanks – above or below ground - been drained?			If <b>NO</b> , ensure they are drained and made safe.					
Is the site free from pests or under pest control contract?			If <b>NO</b> , consider regular baiting to avoid potential LA enforcement.					

FIRE SAFETY	YES	NO	CHECK	ACTION REQUIRED?		BY WHOM?	BY WHEN?	DATE COMPLETED
				YES	NO			
Have all hazardous or flammable substances been removed site?			If <b>NO</b> , ensure these are removed.					
Have all smoke or intruder alarms to remain active had a maintenance visit within the previous 12-months?			If <b>NO</b> , ensure they are correctly maintained and under contract. Ensure remote monitoring contract is in place. Alternatively use remotely monitored temporary alarm system.					
Has any Argonite fire suppressant gas been de-activated?			If <b>NO</b> , ensure this has been drained and made safe unless this is to be retained.					
If required, is the BT Redcare telephone line live?			If <b>NO</b> , and required for the hard-wired smoke or intruder alarm, ensure this is live and in contract.					
Is any automated sprinkler system operational and under maintenance contract?			If <b>NO</b> , consider maintaining this system and retaining for the void period.					
Are the portable fire extinguishers in situ and under maintenance contract?			If <b>NO</b> , consider maintaining these but only if there is an on-site guard. If not, remove from site.					
Is there a sign posted fire exit route from the building?			If <b>NO</b> , ensure a fire exit route is maintained to meet building regulations and seek advice from the local fire safety department.					
Are fire safety and relevant warning signage in place?			If <b>NO</b> , assess and implement as required.					

SECURITY	YES	NO	CHECK	ACTION REQUIRED?		BY WHOM?	BY WHEN?	DATE COMPLETED
				YES	NO			
Is the site perimeter secure?			If <b>NO</b> , make good or install temporary fencing.					
Can trespass onto the site be prevented?			If <b>NO</b> , consider external video or image verified intruder alarms with 24-hour monitoring.					
Has a risk assessment for fly-tipping or traveller occupation been made?			If <b>NO</b> , assess risks and vehicle access points. Concrete barriers will prevent access.					
Is it necessary to prevent vehicle access on site?			If <b>NO</b> , authorised access can be maintained by lockable vehicle barriers & fencing vehicle gates.					
Are existing windows & doors of a high security specification?			If <b>NO</b> , consider temporary anti-vandal steel security doors and window screens.					
Are letter flaps sealed?			If <b>NO</b> , seal to prevent build-up of combustible mail with GDPR issues.					
Do you have all property keys or are keys of a non-duplicate specification?			If <b>NO</b> , replace locks and re-issue keys to local keyholders. Alternatively install temporary steel security door.					
Are all access points and building elevations visible and with good community policing?			If <b>NO</b> , consider external remotely monitored video or image verified intruder alarm with fast key holder response to site.					
Are trees and vegetation cut back for easy access / visibility?			If <b>NO</b> , cut back and maintain the garden / landscape to improve the site appearance and minimise false alarms if an alarm system installed.					
Is there effective local street lighting around the property?			If <b>NO</b> , consider solar PIR activated lighting or day/night vision temporary intruder alarm systems.					
Is there local security or caretaker on site?			If <b>NO</b> , consider uniformed mobile patrols or live-in caretakers for a 24-hour presence on site.					

## Disclaimer

Any and all information contained herein does not constitute advice and accordingly you should consult with your insurers and risk advisors when developing policies. Whilst every effort has been made to ensure the accuracy of the information, the content is naturally subject to change and we cannot guarantee its accuracy or currency. We reserve the right to make changes to the information without notice. We do not accept any liability for any direct, indirect, incidental or consequential losses arising from the use of this form.

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