

UNOCCUPIED BUILDINGS

During the COVID-19 Pandemic

Currently we are all dealing with COVID-19 and the need to be away from or limit access to buildings. During this time, it is important to regularly check on buildings to be sure it is safe and ready for business. Some issues, for instance leaking pipes, can cause damage and even shut down a building.

Property damage from fire, water and weather-related damage can increase when buildings are empty. This is also true for vandalism, arson, and theft.

The following is a list of areas that, if left unattended, can cause damage and cause unnecessary claims for SDIS.

1. Arson

- a. Report **EVERY** fire, **EVERY** time to your local fire authority

2. Crime

- a. Report all criminal activity to the police
- b. Report crimes and damage to buildings to SDIS claims

3. Roofing

- a. Are all CPTED rules followed to eliminate shrubbery/tree access to the roof?
- b. Are other routes (downspouts, equipment, machines, etc.) moved away from the roof?
- c. Is the roof checked to be sure all drains, scuppers, gutters and downspouts are fully functional?
- d. Are caulking areas (curbs, skylights, and penetrations) checked for leaks?
- e. Is the roof checked periodically for damage?

4. Envelope

- a. Is the envelope in good condition?
- b. Are all utility and other penetrations well sealed?

5. Windows

- a. Are all windows secured?
- b. Are blinds down to resist the temptation of office and/or supply room items being visible?
- c. Are caulking seals in good shape?
- d. Are there breaks that need repair?

6. Doors

- a. Are all doors securely locked?
- b. Are caulking seals in good shape?

7. Access Control

- a. Is all access control working and monitored?
- b. If you have a security agency, are they aware of the building closure?

- 8. Boilers**
 - a. Are all boilers off or shut down to minimum temperatures?
- 9. Lights**
 - a. Are all outdoor lights working?
 - i. If on timers, is the timer set to current time on and off?
 - b. Are all interior security lights and exit signs working?
- 10. Electricity**
 - a. Are all unnecessary electrical units (space heaters, desktop monitors - if allowed by IT – charging stations and lights) turned off?
 - b. If there are extension cords, are they unplugged from the wall?
- 11. Water Heaters**
 - a. Are water heaters shut off if not needed?
- 12. Plumbing**
 - a. Are there any fixtures leaking?
 - b. Are cabinet areas with sinks and plumbing opened for leaks?
- 13. HVAC**
 - a. Are units on stand-by or shut down (unless weather demands they continue to run)?
- 14. Mezzanines**
 - a. Is all mezzanine, mechanical and custodial areas looked at on a regular basis?
- 15. IT**
 - a. Are all IDF and MDF rooms checked for any possible damage?
 - b. Is the server room checked?
- 16. Fire**
 - a. Are all fire systems working?
- 17. Outdoors**
 - a. Are outdoor buildings checked inside and outside?
 - b. Is all fencing and gates intact and locked?
- 18. Kitchen**
 - a. Are pilot lights burning and can they be turned off (with appropriate attention to full shut off of all gas lines)
 - b. Is the freezer and cooler monitored or checked for a loss of power?
- 19. Specialty rooms**
 - a. Are all units in shops shut down completely?
 - b. Are roll-up doors secure?