

Coronavirus - Building Checklist – Empty Buildings

This Health and Safety Checklist should be completed on a weekly basis or more frequently if required. Where the response is that action is needed this should be noted on the Action Log at the back of this checklist and allocated to a named person for action. When the task is completed details will be recorded for future reference.

Building Checklist			
Building Interior	YES	NO	Comments
Is there a sufficient amount of heating maintained in the building?			
Have all mechanical areas (boiler room / electrical room) been inspected for the presence of combustible and/or flammable materials?			
Have all combustible and/or flammable materials been removed?			
Is the building being checked by a competent individual?			
Are all windows securely closed?			
Are blinds/curtains closed?			
Are all entrance and exit doors securely locked? (remember to check fire exits as well)			
Building Exterior	YES	NO	Comments
Have all combustible and/or flammable materials been removed from the building to external bins or a secured location?			
Are external bins locked and secured away from the building?			
Are there any other accessible openings to the building, such as: Roof lights. Hatches. Gaps in walls or roof.			
Is any perimeter fencing maintained and in good condition?			
Are windows and doors in good repair?			
Is there exterior lighting?			
Is the exterior lighting maintained?			
Is the exterior lighting on timers to be operational for certain periods at night?			
Check CCTV is operational?			
Are there signs of vandalism or forced entry to the building?			
Utilities	YES	NO	Comments
Have all water outlets, including toilets/urinal cisterns, been flushed through every week?			
Is the electrical installation safe or turned off?			
Has the gas supply to the building been turned off?			
Equipment	YES	NO	Comments
Has all catering equipment been isolated / switched off?			
Has all perishable food been removed from the building?			
Have all portable electrical appliances been switched off?			
Have periodic maintenance requirements during building closure been arranged by contractors?			
Are hazardous substances/agents materials stored safely in a lockable container (i.e. in the correct containers with lids on etc.)?			
General	YES	NO	Comments
Is general maintenance to the building being kept up? The grass is cut. The waste is removed to refuse bins?			
Is the building being checked by a competent individual?			
Are cleaning materials stored in designated areas?			

Are lone working control measures being followed?			
Are 'NO TRESPASSING' signs posted at all entrances to the building?			
Have the insurance company for the building been informed the property is vacant?			
Have the police been notified that the building is vacant and who the Duty Key Holder is?			
Have the police added the location to their patrols?			
Fire	YES	NO	Comments
Has the fire alarm panel been checked for any fault indication?			
If your fire alarm forms part of the system in a multi-occupied premises, or relies upon the intervention of engineered solutions such as suppression/sprinkler systems, have the weekly tests been carried out?			
Have confirmation of fire alarm test/ sprinkler system test signal been received from ARC			
Have all internal doors been closed?			
Have dry/wet risers been visually inspected for damage/leaks?			

Action required	By	Priority	Time scale	Completed

If you need clarification on any of this material, please contact your dedicated health and safety consultant who will be happy to tailor the advice to your circumstances. Alternatively, please contact the health and safety helpline on 0345 226 8393