

Commercial & Residential Properties - Unoccupied Premises Checklist



	Yes	No	N/A	Action Required	Date Required	Completed Action	
						Signature	Date
Management							
Building Insurers notified?							
Police notified – keyholder details?							
Fire Brigade notified – keyholder details?							
Planning Authority informed?							
Alarm Receiving Centre advised?							
Mail redirected?							
Contractors controlled/ Hot Work permits in place?							
Weekly documented and monthly monitored checks established?							
Security							
Fences/gates – sound and secure?							
Doors/windows – sound and secure?							
Letter-box sealed?							
Alarms/CCTV operative?							
External/Internal lighting operative?							
Issued keys recorded/controlled?							
Manned security established?							
Fire							
All loose internal contents removed?							
Non essential services – electricity, gas, water – securely isolated?							

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Fire							
Fuel tanks drained?							
Sprinkler protection operational?							
Fire Alarm operational?							
All external loose items removed from yards / compounds?							
General							
Water supply tanks, pipes and radiators drained?							
If not above, heating maintained on a frost protection basis?							
Gutters, downspouts and drains sound and clear?							
Health and Safety							
Fire Risk Assessment updated?							
Building/Site Health and Safety Risk Assessment updated?							

To arrange a review of your insurance, contact our teams on:
Exeter: 01392 880000 or Torquay 01803 652000

Created by: 
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