

Vacant Building Checklist

Requirements for the Care and Protection of Vacant, Shut Down or Unoccupied Buildings

Required Steps

1. Check premises every 72 hours if water has been shut-off; keep a written log recording the date and time the building was checked and any action.

2. Shut-off water and drain pipes, toilet tank and bowls. Turn off the hot water heater. Note - some heating systems require water and therefore water cannot be shut-off during the heating season in these circumstances. **If water is left on property must be checked every 24 hours.**

3. If the heating system is left on heat in the building must be maintained above 10 C for all parts of building, 24 hours per day during the heating season **unless** power is shut off altogether and heating system is decommissioned. Any fuel tanks should be drained of oil.

4. Remove snow/ice from walkways and driveways leading to the building maintaining clear access routes to the building to enable fire department access.

Other Recommended Steps to Consider to Safeguard Your Property

Designate a person to be responsible for checking the building and conducting regular maintenance as follows:

- Premises must be kept free of debris and combustible materials removed from around the building
- Ensure that all doors are locked and dead-bolted and that all windows are closed and locked against unauthorized entry
- Ensure that timers are set to turn lights on/off on the inside/outside of the building or have someone alternate the front/back door lights to give the impression that the building is occupied.
- Ensure that any security and fire alarm systems are maintained and operational.
- Remove mail and advertisements on a daily basis. Have mail cancelled or re-routed.
- All exterior lighting to be maintained in working order and illuminated at night.