



Managing Your Unoccupied Premises

Unoccupied buildings may be at risk of fire caused by arson or an electrical malfunction, vandalism, loss of materials or property damage from break-ins, unapproved use by squatters, and/or general deterioration from natural causes. Although the building may be temporarily closed, property owners and business owners should follow certain measures to help reduce the risk of loss or damage occurring while the building is not in use.

Before Shutting Down

- To prevent pipes from freezing, any heating units should be adjusted so that the temperature in the building is 40°F or greater
- Mail delivery services should be put on hold or redirected
- Unnecessary building contents should be removed, including any combustible materials
- Employee keys and access passes should be collected

Weekly Inspections

- The premises should be inspected on a weekly basis at a minimum
- All inspections should be formally documented
- Any identified damage should be reported and mitigated as soon as possible

Security

- Security alarm systems should remain in operation
- The installation of external motion-triggered security lighting should be considered
- Gates and/or perimeter fences should be kept locked
- The main entry door to the building should be secured by a five lever mortice deadlock, and any other ground-level doors and accessible windows should be locked

Housekeeping and Maintenance

- Overgrown vegetation including grass, trees, and brush should be trimmed to keep the building visible
- All waste and combustible materials should be removed from the premises

Acadia Insurance is pleased to share this material with its customers. Please note, however, that nothing in this document should be construed as legal advice or the provision of professional consulting services. This material is for general informational purposes only, and while reasonable care has been utilized in compiling this information, no warranty or representation is made as to accuracy or completeness.

SAMPLE

Unoccupied Premises Weekly Inspection Log

Address: _____

Date: _____ Time: _____ Inspected by: _____

External fences/gates are secure	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
Building entry points are locked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
There is no property damage present	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
There is no vandalism or evidence of break-in	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
There is no trash or combustible materials stored on premises	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
Any alarm systems (smoke/fire & security) are still operating	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
Emergency lighting is in operation	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
There are no packages or mail delivered	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
Vegetation (grass, trees, brush, etc.) is not overgrown	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Comment:
Action to be taken	<u>Description:</u>
Action Item 1	Person Responsible: _____ By (Date/Time): _____
	<u>Description:</u>
Action Item 2	Person Responsible: _____ By (Date/Time): _____
	<u>Description:</u>
Action Item 3	Person Responsible: _____ By (Date/Time): _____