

Building Interior

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| YES | NO | 1. Is there a sufficient amount of heating maintained in the building? |
| YES | NO | 2. If not, is all water piping drained to prevent freezing? |
| YES | NO | 3. Is the intrusion alarm system fully operational? |
| YES | NO | 4. Is the fire alarm system fully operational? |
| YES | NO | 5. Have all mechanical areas (boiler room/ electrical room) been inspected for the presence of combustible and/or flammable materials? |
| YES | NO | 6. Have all combustible and/or flammable materials been removed? |
| YES | NO | 7. Is the electrical installation safe or turned off? |
| YES | NO | 8. Is there an operational sprinkler system? |
| YES | NO | 9. Is the building being checked daily by a competent individual? |
| YES | NO | 10. Is the building checked for the following safety hazards:
Broken or weak walls.
Broken glass and rubbish.
Protruding nails.
Risk of falling objects from roof or overhead structures.
Missing or damaged stairs/ rails.
Exposed wiring. |
| YES | NO | 11. Is the person inspecting both the interior and the exterior for signs of vandalism or entry? |

Building Exterior

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| YES | NO | 1. Are 'NO TRESPASSING' signs posted at all entrances to the building? |
| YES | NO | 2. Are there any other accessible openings to the building, such as:
Roof lights.
Hatches.
Gaps in walls or roof. |
| YES | NO | 3. Are the following adequate?
Perimeter fencing/gates.
Windows and doors. |
| YES | NO | 4. Is any perimeter fencing maintained and in good condition? |
| YES | NO | 5. Are windows and doors in good repair? |
| YES | NO | 6. Are there 'NO TRESPASSING' signs on the perimeter fencing? |
| YES | NO | 7. Is any vandalism or openings to the buildings repaired immediately? |
| YES | NO | 8. Is general maintenance to the building being kept up?
The grass is cut.
The garbage is removed. |
| YES | NO | 9. Is there exterior lighting? |
| YES | NO | 10. Is the exterior lighting maintained? |
| YES | NO | 11. Is the exterior lighting on timers to be operational for certain periods at night? |

In General

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| YES | NO | 12. Have the police been notified that the building is vacant? |
| YES | NO | 13. Have the police added the location to their patrols? |