

Recommendations for Vacant Buildings:

Vacant Buildings that are acquired or become Vacant must be reported along with building details and comments on the first three recommendations. Vacancy is assessed individually and may affect terms and conditions for the building.

1. A sufficient level of heating should be maintained in the building. If not, then all water piping must be drained to prevent freezing.
2. All alarm systems (i.e. fire and/or intrusion), if applicable, must remain fully operational.
3. Arrangements must be made to have the building checked on a daily basis by a competent individual. Both the interior and exterior of the building must be inspected for signs of vandalism or entry.
4. "No Trespassing" signs should be posted at all entrances to the building.
5. All mechanical areas (boiler room/electrical room) should be inspected and all combustible and/or flammable materials removed, to reduce the risk of fire.
6. Police should be notified that the building is vacant, and ask them to add this location to their patrols.
7. Perimeter fencing, if applicable, should be maintained in good condition and also signed for "No Trespassing".
8. All vandalism or openings into the building should be repaired immediately.
9. Maintenance of the building should be kept up - eg. cut the grass, pick up garbage, etc., to convey that the building is not abandoned.
10. Exterior lighting should be maintained or added, and put on timers to be operational for certain periods at night if possible.
11. **Items 1 and 2 are required controls and Item 3 strongly recommended. Please confirm in writing your response to these 3 specific recommendations along with future plans for the building as soon as possible.** The remainder are suggestions only and each vacancy should be assessed individually (eg. good state of repair including structurally safe, grounds maintained and safe, potential for vandalism, etc.).