

## Temporary Premises Closure Checklist

Here is a short checklist that we have developed to help charities and community groups secure any unoccupied buildings and to use as a reference point for regular checks during temporary closedown periods.

Site checks			
Remove all external waste, pallets and empty skips	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Empty waste bins and relocate 10 metres from the building	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Fire alarm is operational, and any faults reported/rectified	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Sprinkler systems are fully operational	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Non-essential building utilities and equipment have been safety isolated	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
All internal fire doors are shut	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Weekly internal and external inspections of the property are completed	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
External doors are adequately locked/secured	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Security intruder alarm is working correctly and activated whenever the building is secured (zoned if necessary) including any remote signalling	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Security keyholder response is update and adequately resourced	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
External lighting is operational	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
CCTV is operational with adequate lighting	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Fencing complete and effective – gates locked – look for signs of access	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Windows are locked shut – any grilles locked shut	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Can any planned hot work activities be delayed or switched to lower risk alternatives	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:
Hot work permit procedures strictly are adhered to	Yes	<input type="checkbox"/>	No <input type="checkbox"/> Date:

Should you need to get in touch, please use the contact details provided below.

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