

MANAGEMENT CHECKLIST FOR VACANT PROPERTY (Referenced in HSE Property Protocol)

This checklist to be completed by the Service, Estates and Maintenance

PROPERTY DETAILS				COMMENTS		
1. Location						
2. Description						
3. Property Database reference number						
4. Service Client – contact name/telephone						
5. Date to be vacated / duration						
6. Is property to be: sold / reoccupied / mothballed / other?						
7. Date property jointly inspected (Service, Estates, Maintenance)						
8. ADMINISTRATION	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
Is there a plan controlling the shut down?				If no – discuss with Estates Office as soon as possible		
Have the buildings insurers been notified?				If No – contact Estates Office and Insurance Manager asap		
Are routine security patrols and inspections planned?				If no – put in place security periodic routine visits (min monthly) and all patrols logged		
Are routine maintenance inspections planned?				If no – put in place maintenance periodic routine visits (min monthly) and all logged		
Has a redirection of post been set up?				If no – notify An Post and Internal HSE asap		
Have key holders been nominated?				If no – put in place and discuss with Estates Office		
Have local Garda been notified of key holder details?				If no – ensure Garda are notified asap		
Has the local fire brigade and HSE Fire officer been informed?				If no – contact local Fire Brigade & HSE Estates Office asap		
Has advice been sought of local Garda crime prevention officer?				If no – contact local Garda Station asap		

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ADMINISTRATION (contd.)	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
Has a risk assessment been carried out?				If no – conduct a risk assessment asap		
Have local authority been notified that property is vacant?				If no – notify relevant sections asap		
Has internal notification to Estate Terrier (database) been carried out?				If no – notify as soon as possible		
Have Electrical supply details been confirmed?				If no - obtain meter serial number and meter readings If yes – pass all details to Estates Office		
Have Gas supply details been confirmed?				If no - obtain meter serial number and meter readings If yes – pass all details to estates Office		
Have Water supply details been confirmed?				If no - obtain meter serial number and meter readings If yes – pass all details to Estates Office		

9. GOOD HOUSE KEEPING & HEALTH AND SAFETY	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
Has the health & safety of visitors/staff and others been addressed?				If no – make an assessment and implement appropriate recommendations		
Has the health and safety of security staff been addressed?				If no – make an assessment and implement appropriate recommendations		
Has all refuse been removed from the interior of the property?				If no – ensure all refuse is removed		
Has all refuse been removed from the external site area and the property?				If no – ensure all refuse is removed		
Has all removable electrical equipment incl IT/IMS etc been removed from the property?				If no – ensure that all items are removed and stored as appropriate		
Has all sensitive materials/files and other documentation been removed?				If no – remove as soon as possible		
Are there any unnecessary furnishings and furniture present?				If yes – remove all unnecessary items		
Are there any skips or portable buildings present?				If yes – remove or secure as necessary		

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10. MAINTENANCE OF PROPERTY	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
Which essential services are to be maintained during the vacant period? (Water, Gas, Electricity, etc)				Decision to be taken on which essential services to be retained to ensure power for fire and security systems, internal and exterior lighting and a low level of periodic heating to protect the fabric of the building.		
Have meter readings been taken?				If no – ensure that all meter readings are taken at the date of vacating. Further readings to be taken at 6 month intervals as appropriate.		
Have all non-essential services been disconnected?				Decision to be taken on which non- essential services to be retained. Take all meter readings before disconnection.		
Are there any essential water services to remain?				If yes – ensure that all frost protection measures are in place		
Have data and telecoms services been cancelled?				Notify data and comms supplier and arrange disconnection and removal of equipment as necessary.		
Have data and telecoms services been disconnected?				Decision to be taken, based on the likely vacancy period and potential future use, on whether to remove data and telecoms equipment.		
Are there any heating/air con/ventilation systems to be maintained?				If yes – ensure that all necessary service contacts are in place as appropriate		
Is there a maintenance contract in place for the property/				If yes – consider retaining or continue on at reduced maintenance periodic routine If no – consider putting on maintenance periodic routine and/or temporary maintenance contract		
Are there any flammable liquids?				If yes – remove or dispose of safely		
Are there any fuel tanks?				If yes- ensure tanks are empty and purged		
Is there a grounds maintenance/litter pick up contract in place?				If yes – consider retaining or continue on at reduced maintenance periodic routine If no – consider putting on maintenance periodic routine and/or temporary maintenance contact		

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11. FIRE SAFETY	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
Is there an automatic sprinkler system installed?				If yes – consider retaining with regular maintenance and frost protection		
Is there an automatic fire detection system installed?				If yes – consider retaining with regular maintenance		
Are fire hose reels installed?				If yes – consider retaining with regular maintenance and frost protection		
Are there portable fire extinguishers?				If yes - assess need. consider retaining with regular maintenance		
Is there a safe means of escape?				If yes – contact local Fire Brigade and HSE fire officer for advice on retention		

12. SECURITY	YES	NO	N/A	ACTION	DATE INSTRUCTED	COMMENTS
12.1 Physical security						
Are there vulnerable access points?				If yes – consider upgrading physical security		
Are all perimeter barriers in good condition?				If no – repair/upgrade fencing et al as required		
Are existing external doors and door hardware in good condition and secure?				If no – upgrade and consider boarding up as required – consider 5 lever mortice deadlocks and/or security padlocks as appropriate		
Are all letter flaps sealed?				If no – seal or box to prevent junk mail and flammable liquid introduction		
Are existing windows in good repair and secure?				If no – repair as matter of urgency		
Are accessible windows adequately protected?				If no – fit protection/board up		
12.2 Other Security						
Is there an intruder alarm installed?				If yes – consider retaining/upgrading with CCTV as required. If no – consider temporary installation		
Is there manned security presence?				If yes consider retaining		
Are all keys accounted for?				If no or unsure - change locks urgently		
Is there perimeter lighting?				If yes – consider retaining		
Is interior lighting in place?				If yes – consider retaining on a timed basis		
Is there a method of recording authorised visitors?				If no – instigate a system to log/record all visits by contractors, staff, visitors and security etc.		