



Building shutdown checklist

Before closing your property, you need to consider the safety of a property to make sure the building is safe for when you return. The person responsible for re-opening the building should be checking the property for the items contained in this checklist. Please note that this list isn't exhaustive. Insert a Y (yes), N (no) or NA (not applicable) in the status column. If you put 'N', note down actions required.

Name of premises risk assessment completed for:					
Address:					
Name of person completing risk assessment:		Role:		Membership no. (if applicable)	

Services/activity	Status (Y/N/NA)	Date completed	Action required
Set building closure date and time and communicate it to users.			
Consider assigning people to periodically drive by and check external building.			

Physical security	Status (Y/N/NA)	Date completed	Action required
Confirm all building entrances and windows are locked and properly store keys.			
Check building is empty (best practice is to sweep each room).			
Agree how building re-entry/access will be made while building is secured.			

Alarms	Status (Y/N/NA)	Date completed	Action required
Ensure fire and security alarm systems are active.			

Signage	Status (Y/N/NA)	Date completed	Action required
Post signage at main entrances indicating building closure and detailing emergency contacts.			

Building services	Status (Y/N/NA)	Date completed	Action required
Turn off and unplug all small appliances (coffee machines, toasters, microwaves, etc).			
Dispose of food in refrigerators and freezers and clean before turning them off, leaving their doors open.			
Arrange for waste and recycling collection, especially for perishable food and beverages and sanitary bins. Suspend bin collection services until you reopen.			
Turn off and unplug any laundry equipment.			
Turn off any gas supply.			

Heating and ventilation systems	Status (Y/N/NA)	Date completed	Action required
Verify automatic temperature control/ freeze protection is in place and active.			
Put systems in secure (shutdown , if appropriate) condition.			
Do controlled shutdown of boilers and steam generators.			

Plumbing	Status (Y/N/NA)	Date completed	Action required
Check water isn't running in any bathrooms.			
Consider whether it's necessary to flush through systems periodically while the building is unoccupied.			
Check sanitary and storm drainage for any blockages and clear them to stop flooding.			

Lighting system	Status (Y/N/NA)	Date completed	Action required
Ensure interior and exterior lighting controls are in automatic mode or turned off as appropriate.			

Emergency systems	Status (Y/N/NA)	Date completed	Action required
Ensure emergency systems are in standby mode.			
Ensure remote monitoring, if in place, is active and functioning.			
Ensure any leak detection devices, if in place, are functioning.			
Check fire/smoke/carbon monoxide detectors.			

Electrical systems	Status (Y/N/NA)	Date completed	Action required
Restore electrical system to normal status.			
If applicable, check back-up generator status and fuel storage.			
Turn off and unplug any fans or heaters.			

Miscellaneous	Status (Y/N/NA)	Date completed	Action required
Lock desks and filing cabinets.			
Draw curtains and blinds.			
Ensure flammable materials including liquid petroleum gas (LPG) are secure and in a safe position.			

Cleaning	Status (Y/N/NA)	Date completed	Action required
Ensure all areas are clean and free from any material that might attract pests.			

Pest control	Status (Y/N/NA)	Date completed	Action required
Ensure all areas are free from pest activity and droppings.			

Fire safety	Status (Y/N/NA)	Date completed	Action required
Ensure all fire routes and final exits are clear and free from obstruction.			
Check all fire doors are closed.			

Lifts including disabled hoists	Status (Y/N/NA)	Date completed	Action required
Bring all lifts to ground level and turn them off.			