

Securing Vacant Property/Building Checklist

A financial institution is more susceptible to experience loss on vacant properties due to increased exposure to fire, water damage, vandalism or theft. It is important to regularly check and maintain the property to ensure that it is in good condition. Consider installing closed circuit TV cameras, as well as other smart monitoring technology to stay alert on any changes to the building conditions. The following checklist is meant as a guide for properly securing vacant properties.

	Yes	No
Security		
Have all the locks been re-keyed?	<input type="checkbox"/>	<input type="checkbox"/>
Have gates and entrances that provide access to the property been padlocked?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a formal policy in place to secure the vacant property?	<input type="checkbox"/>	<input type="checkbox"/>
Are there proper security guards in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are routine inspections planned?	<input type="checkbox"/>	<input type="checkbox"/>
Has the police station been notified?	<input type="checkbox"/>	<input type="checkbox"/>
Has the fire station been notified?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors and windows in good condition and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are security alarm systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is exterior/interior lighting in good working condition? On timers?	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety		
Are automatic sprinkler systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke detectors present and functioning? Do batteries need replaced? If other power supply, is it connected to the electrical system? Has it been maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire alarm systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants in good condition and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire extinguishers throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors locked?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a temperature alarm in service?	<input type="checkbox"/>	<input type="checkbox"/>
Has all non-essential power been disconnected?	<input type="checkbox"/>	<input type="checkbox"/>
Is any unneeded electrical equipment on?	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety		
Is there any sign of pests?	<input type="checkbox"/>	<input type="checkbox"/>
Is the heating system in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have the health and safety of staff/visitors been addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a method of recording visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Is the inside of the property free of trash and combustibles?	<input type="checkbox"/>	<input type="checkbox"/>

The information presented in this publication is intended to provide guidance and is not intended as a legal interpretation of any federal, state or local laws, rules or regulations applicable to your business. The loss prevention information provided is intended only to assist policyholders in the management of potential loss producing conditions involving their premises and/or operations based on generally accepted safe practices. In providing such information, ABA Insurance Services Inc. (ABAIS) does not warrant that all potential hazards or conditions have been evaluated or can be controlled. It is not intended as an offer to write insurance for such conditions or exposures. The liability of ABAIS and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them. © 2022 ABA Insurance Services Inc. dba Cabins Insurance Services in CA, ABA Insurance Services of Kentucky Inc. in KY, and ABA Insurance Agency Inc. in MI. 3401 Tuttle Rd., Suite 300, Shaker Heights, OH 44122. CA license #0G63200. F.40300 (03/22)