**Closedown Check List**

This form provides useful additional elements to inspect to ensure security at sites during Covid 19 closures. All usual building compliance and security management should remain in place during closure.

|  |  |  |  |
| --- | --- | --- | --- |
| Site Checks | Yes | No | Date |
| Valuable equipment is secured and out of view |  |  |  |
| Flammable materials are locked away |  |  |  |
| Rubbish is removed from the building and secured away from the building |  |  |  |
| All internal doors are kept shut |  |  |  |
| Windows are locked shut – any grilles locked shut |  |  |  |
| External doors are adequately locked/secured |  |  |  |
| Security alarm is working correctly and activated whenever the building is secured (zoned if necessary) |  |  |  |
| Security Keyholder response is update and adequately Resourced |  |  |  |
| Details of emergency contacts and keyholders are up to date and shared with NCC |  |  |  |
| External lighting is operational |  |  |  |
| CCTV is still operational |  |  |  |
| Fire alarm is operational, and any faults reported/rectified |  |  |  |
| Windows are intact and any broken windows repaired/boarded up |  |  |  |
| Notify your insurer of any planned hot works |  |  |  |
| Hot work permit procedures strictly are adhered to |  |  |  |
| Do roof tiles/slates/flashing/skylights appear in good condition (visible check from ground) |  |  |  |
| Fencing complete and effective and gates locked – look for signs of access |  |  |  |
| Regular inspections of the property are completed |  |  |  |
| Mail is cleared from the letterbox during property inspections |  |  |  |

Completed By: ……………………………………..

To be completed and retained on site for reference.