

**VACANT PROPERTY  
LPC BASED  
MANAGEMENT CHECKLIST**

ADMINISTRATION	YES	NO	ACTION	ACTION REQUIRED YES/NO	BY WHOM BY WHEN	DATE COMPLETED	REF
Is there a plan controlling the shut down?			If <b>no</b> - put a plan in place to cover the following				Sec 2
Have the building's insurers been notified?			If <b>no</b> - ensure that the insurers are aware of the building's status				Sec 8
Are routine inspections planned?			If <b>no</b> - prepare a regular inspection plan				Sec 8
Has a redirection of mail been set up?			If <b>no</b> - put arrangements in place				Sec 3.1 A
Have keyholders been nominated?			If <b>no</b> - nominate a keyholder				Sec 9
Have the local police been given keyholder details?			If <b>no</b> - ensure police are notified				Sec 9
Has the local fire service been informed?			If <b>no</b> - contact the Fire Service HQ				Sec 6
Has the advice of the local police been sought?			If <b>no</b> - contact the local crime prevention office				Sec 9
Has the local planning authority been consulted?			If <b>no</b> - contact local authority re their policy on vacant property				Sec 3.1 A
Has a risk assessment been done?			If <b>no</b> - conduct a systematic assessment				Sec 2
Has the site been considered in the light of possible fly tipping or encampment by gypsies?			If <b>no</b> - make an assessment and implement recommendations				-
Has a plan been prepared to indicate how the site is to be managed whilst it is vacant and who is to be responsible?			If <b>no</b> - prepare a plan and implement				-
What added value is there to the land from the buildings?			If <b>none</b> - consider demolition				-

HOUSEKEEPING AND HEALTH AND SAFETY	YES	NO	ACTION	ACTION REQUIRED YES/NO	BY WHOM BY WHEN	DATE COMPLETED	REF
Has the health and safety of visitors been addressed?			If <b>no</b> - make an assessment and implement recommendations				Sec 10
Has the health and safety of security staff been addressed?			If <b>no</b> - make an assessment and implement recommendations				Sec 3.2
Has the health and safety of possible trespassers, including children been assessed?			If <b>no</b> - make an assessment and implement recommendations				-
Has all refuse been removed from the interior?			If <b>no</b> - ensure all refuse is removed				Sec 8
Has all refuse been removed from the external site areas?			If <b>no</b> - ensure all refuse is removed				Sec 8
Has the site been checked for dangerous or potentially dangerous objects, arisings or trees, etc?			If <b>no</b> - check the site				-
Are there any unnecessary furnishings and furniture present?			If <b>yes</b> - remove all unnecessary items				Sec 8
Are there any skips or portable buildings present?			If <b>yes</b> - remove				Sec 8
Have all non-essential services been disconnected?			If <b>no</b> - ensure disconnections are done so as not easily reconnected				Sec 8
Are any essential water services to remain?			If <b>yes</b> - ensure that frost protection is in place				Sec 8
Are there any flammable liquids			If <b>yes</b> - remove or dispose of safely				Sec 8
Are there any flammable goods and/or <b>hazardous substances</b> present?			If <b>yes</b> - remove or dispose of safely or make safe on site				
Are there any fuel tanks?			If <b>yes</b> - ensure tanks are empty and purged (seek specialist advice)				Sec 8
Is there any evidence of spills?			If <b>yes</b> - can they be identified and are there records relating to the remedial action taken				-
Is there any evidence of plant die back on open ground?			If <b>yes</b> - identify cause and take appropriate action to safeguard area or remove				

HOUSEKEEPING AND HEALTH AND SAFETY	YES	NO	ACTION	ACTION REQUIRED YES/NO	BY WHOM BY WHEN	DATE COMPLETED	REF
Are there any a) underground tanks b) above ground storage tanks c) sumps or soakaways d) asbestos containing materials e) transformers?			If <b>yes</b> - are they empty, removed or made secure/safe				
Are there any records relating to permits or discharge consents for the site?			If <b>yes</b> - review and action as appropriate				
Have any environmental assessments been made of the site?			If <b>yes</b> - review contents and action as appropriate				

FIRE SAFETY	YES	NO	ACTION	ACTION REQUIRED YES/NO	BY WHOM BY WHEN	DATE COMPLETED	REF
Is there an automatic sprinkler installation?			If <b>yes</b> - consider retaining with regular maintenance and frost protection				Sec 6 & 8
Is there an automatic fire detection system?			If <b>yes</b> - consider retaining with regular maintenance				Sec 6, 3.2 & 8
Are fire hoses installed?			If <b>yes</b> - consider retaining with regular maintenance and frost protection				-
Are there portable fire extinguishers?			If <b>yes</b> - assess need. If site infrequently visited removal may be appropriate				-
Is there a means of escape from or through adjacent property?			If <b>yes</b> - contact the local fire safety department for advice on retention				Sec 4
Has the need for safety/warning signs been considered?			If <b>no</b> - make an assessment and implement where necessary				-

SECURITY	YES	NO	ACTION	ACTION REQUIRED YES/NO	BY WHOM BY WHEN	DATE COMPLETED	REF
<b>Physical Security</b>							
Are there vulnerable access points?			If <b>yes</b> - consider upgrading physical security				Sec 3.3 A
Are all perimeter barriers in good repair?			If <b>no</b> - repair fences etc				Sec 3.2 A.3
Are existing doors and door hardware adequate?			If <b>no</b> - upgrade or consider boarding up				Sec 3.3 A.1
Are letter flaps sealed?			If <b>no</b> - seal or box to prevent junk mail and flammable liquid introduction				Sec 8
Are existing windows in good repair?			In <b>no</b> - repair as a matter of urgency				Sec 3.3 A.2
Are accessible windows adequately protected?			If <b>no</b> - fit protection				Sec 3.3 A.2
<b>Other Security</b>							
Is there an intruder alarm installed?			If <b>yes</b> - consider retaining and upgrading If <b>no</b> - consider installation				Sec 3.2 B.2
Is there a manned security presence?			If <b>yes</b> - consider retaining				Sec 3.3
Are all keys accounted for?			If <b>no</b> - change locks urgently				Sec 8
Is there perimeter lighting?			If <b>yes</b> - consider retaining				Sec 3.2 B.1
Is interior lighting in place?			If <b>yes</b> - consider retaining on a timed circuit				Sec 3.2 B.1
Is there a method of recording authorised visitors?			If <b>no</b> - instigate a system to record all visits by contractors, staff, visitors, etc.				Sec 10