

# Managing Vacant Units and Properties Checklist



This checklist is designed to help prevent fire, water, and weather-related damage to newly vacant properties and units.

## Vacant properties

SECURITY	YES	NO
1. Install perimeter fencing to prevent trespassing.		
2. Lock all below-grade and ground-level doors and secure roof access to prevent unauthorized entry.		
3. Install a security system or hire a security service to monitor the property.		
4. Maintain security lighting at all entry points.		
5. Request that police patrol the area to deter trespassing and vandalism.		
6. Maintain the property's landscaping to deter trespassing.		

FIRE SAFETY	YES	NO
1. Notify your authority having jurisdiction (AHJ). <i>ⓘ Your AHJ can proactively form a response plan that considers any potential hazards on the vacant property.</i>		
2. Maintain and test fire protection systems. <i>ⓘ Consult with your AHJ before taking any fire protection systems offline.</i>		
3. Ensure combustible storage, waste, refuse, and vegetation are clear from the interior and exterior of the property.		

## WEATHER

YES

NO

1. Maintain the property to prevent slip, trip, and fall incidents.  
*⚠ You can still be held liable for injuries that occur on a vacant property.*
2. Keep the heat at 55 degrees or above to prevent frozen pipes.  
*⚠ This is optional if the property is scheduled for demolition.*
3. Inspect the property's roof before and after major storms to check for sagging or ponding and to ensure drains and scuppers aren't clogged.
4. Clear any loose materials from the exterior of the property to prevent wind damage.

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## Vacant units

### SECURITY

YES

NO

1. Re-key entry once a unit becomes vacant.
2. Inspect vacant units daily to ensure they're secure.  
*⚠ Consider adding security monitoring to detect unauthorized entry.*
3. Maintain a list of contractors authorized to access vacant units.  
*⚠ Consider installing a temporary lock for contractor access.*

### FIRE SAFETY

YES

NO

1. Test and maintain smoke and carbon monoxide detectors in vacant units.
2. Ensure unit entry doors remain closed.  
*⚠ A closed door reduces access and the likelihood of arson incidents.*  
*⚠ If a fire occurs in the vacant unit, a closed door helps slow the spread of fire to other portions of the property.*

1. Keep the temperature in vacant units at or above 55 degrees.
2. During winter months, open all vanity cabinets in vacant units to expose pipes to warmer air.
3. Ensure windows are closed and locked.
4. Keep all interior doors open to allow for airflow throughout vacant units.

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