

Unoccupied Building Inspections

The following is a list of areas that, if left unattended, can cause damage and cause unnecessary claims for PACE. Be sure to have proper authorization from Administration to do the work.

1. Safety

- a. Are all safety precautions followed?
- b. Is PPE and tools available?
- c. Who watch's the sole person walking a building?

2. Roofing

- a. Are all CPTED rules followed to eliminate shrubbery/tree access to the roof?
- b. Are other routes (downspouts, equipment, machines, etc.) secured or moved away from the roof?
- c. Is the roof checked to be sure all drains, scuppers, gutters and downspouts are fully functional?
- d. Are caulking areas (curbs, skylights, and penetrations) checked for leaks?
- e. Is the roof checked periodically for damage?

3. Envelope

- a. Is the envelope in good condition?
- b. Are all utility and other penetrations well sealed?
- c. Are all isolation vales shut off?

4. Windows

- a. Are all windows secured?
- b. Are blinds down to resist the temptation of classroom items being visible?
- c. Are caulking seals in good shape?
- d. Are there glass breaks that need repair?

5. Doors

- a. Are all doors securely locked?
- b. Are caulking seals in good shape?

6. Access Control

- a. Is all access control working and monitored?
- b. If you have a security agency, are they aware of school closures?

7. Boilers

- a. Are all boilers off or shut down to minimum temperatures?

8. Lights

- a. Are all outdoor lights working?
 - i. If on timers, is the timer set to current time on and off?
- b. Are all interior security lights and exit signs working?

9. Electricity

- a. Are all unnecessary electrical units (space heaters, desktop monitors - if allowed by IT - charging stations and lights) turned off?
- b. If there are extension cords, are they unplugged from the wall?

10. Water Heaters

- a. Are water heaters shut off if not needed?

11. Plumbing

- a. Are there any fixtures leaking?
- b. Are cabinet areas (classroom sinks) with plumbing opened for leaks?
- c. Are all "hidden" areas checked for leaks?

12. HVAC

- a. Are units on stand-by or shut down (unless weather demands they continue to run)?

13. Mezzanines

- a. Is all mezzanine, mechanical and custodial areas looked at on a regular basis?

14. IT (Informational Technology)

- a. Are all IDF and MDF rooms checked for any possible damage?
- b. IS the server room checked?

15. Fire

- a. Are all fire systems working?

16. Outdoors

- a. Are playgrounds looked at on a regular basis?
- b. Are outdoor buildings checked inside and outside?
- c. Are fields (turf and grass) walked for damage?
- d. Is all fencing and gates intact and locked?
- e. Are hidden areas checked for possible occupants?

17. Kitchen

- a. Are pilot lights burning and can they be turned off (with appropriate attention to full shut off of all gas lines)
- b. Is the freezer and cooler monitored or checked for a loss of power?

18. Specialty rooms

- a. Are all units in shops shut down completely?
- b. Are roll-up doors secure?

19. Animals

- a. If animals are present, who is caring for them?

20. Snow and hazardous conditions

- a. If winter storms occur who is checking the building?
- b. If snow removal is needed, are contracts in place for removal from roof tops?

21. General housekeeping

- a. Is all exterior debris regularly disposed of?