

Unoccupied Building Checklist

Exterior Structure and Drainage

- Is the roof watertight?
- Have all roof and wall openings been repaired or boarded up?
- Are masonry walls in good condition to seal out moisture?
- Do the gutters retain their proper pitch and are they clean?
- Are downspout joints intact?
- Are drains unobstructed?
- Are sump pumps operational?
- Is wood siding in good condition?
- Is site properly graded for water run-off?
- Are chimneys in good repair? Are they equipped with a ventilated chimney cap to protect against moisture and pests while providing proper airflow?
- Has shrubbery been trimmed and trees pruned so that windows/doors are not obstructed from view?
- Have exterior bulbs been tested and, if necessary, replaced?

Rodent and Pest Control

- Have nests/pests been removed from the building's interior and eaves?
- Are adequate screens in place to guard against pests?
- Has the building been inspected and treated for termites, carpenter ants, rodents, etc.?

Windows and Doors

- Are windows and doors and their frames in good condition?
- Are the exterior doors and windows, including skylights, securely fastened and boarded up if deemed necessary?
- Have interior doors been left open for ventilation purposes?
- Are window shades and blinds kept up?

Interior

- Has the boiler been properly shut down, drained and flushed?
- If the electricity is to be left on, is the wiring in safe condition?
- Have you removed all perishables from refrigerator and unplugged unit?
- Have the following been removed from the interior: trash, hazardous materials such as inflammable liquids, and poisons?
- Are smoke/fire detectors in working order?
- Are the keys to the building in a secure and accessible location?
- Is there a list of all persons who have keys?

Ongoing Maintenance

- Are plans in place to monitor the building on a regular basis?
- Is there a plan in place for grounds maintenance?