

COVID-19 : Idle Facilities Checklist

| Building Address: | Date of Inspection | |
|--|------------------------|-----------------------|
| Heat on and temperature is maintained above 10 °C for all parts of building, 24 hours per day during the heating season | | <input type="radio"/> |
| Water shut off. Pipes, toilet tank and bowls, radiators and associated piping drained. | | <input type="radio"/> |
| Hot water heater turned off and drained. | | <input type="radio"/> |
| Premises checked every 72 hours (or every 24 hours if water is left on due to heating requirements). | | <input type="radio"/> |
| Doors and windows secure, no signs of a break-in or attempted break-in. No signs of theft of external metals, no damage to oil and gas tanks. | | <input type="radio"/> |
| Walkways and driveways leading to the building clear of snow and salted/sanded. | | <input type="radio"/> |
| Premises free of debris and combustible materials. | | <input type="radio"/> |
| Timers are set to turn lights on/off on the inside and outside of the building. | | <input type="radio"/> |
| Ensure that security and fire protection systems are operational. | | <input type="radio"/> |
| No signs of water ingress into the building. | | <input type="radio"/> |
| Non-essential electrical equipment turned off and unplugged. | | <input type="radio"/> |
| Remove all mail, flyers or advertisements. | | <input type="radio"/> |
| Additional notes or comments: | | |
| Completed by: | Title/Position: | |
| Signature: | | |

In the event of a loss, ensure that the incident is immediately reported to Schill Insurance Brokers at 604-585-4445 24hrs a day.