

If you are closing your building due to Covid 19

Speak to your insurance company/broker to notify them of any unoccupancy.

Many will impose additional conditions after a specific period; these will probably include the need to regularly inspect the building internally and externally. You may be able to do this as staff or may have a security company that can do this for you.

You should also check the terms of your lease or lending agreement to ensure that you are not in breach of any terms and conditions included within it. If in doubt, talk to your landlord or lender to ensure you communicate any issues to them at an early stage.

Some of the common risk management requirements are as follows. As stated, please check with your insurance broker/insurer for more specific requirements which may apply:

- Ensure that the building is properly locked up and all alarm protection is activated; and arrangements in place to notify keyholders/responsible staff of any activations
- Turn off heating systems
- Consider whether it is possible to turn off gas, electricity and water supplies at the mains supply. Remember that alarm systems will need electricity supply
- Evaporative cooling systems should be maintained as usual or switched off safely
- Where hot and cold water systems are not being used you must address the issue of stagnation; and have a plan for the reinstatement of the water supply systems. The minimum expectation for small, simple hot and cold water systems would be flushing through with fresh mains water. Larger buildings, those with tanks, showers, calorifiers and more complex pipework, will require more extensive flushing followed by cleaning and disinfection. You should talk to your maintenance contractor
- If your building is protected by a sprinkler system take advice from your insurer/and sprinkler maintenance company
- Ensure that there is no accumulation of refuse or waste in adjoining yards or space in or around the property
- Ensure that mail and deliveries are redirected