

FACILITY CHECKLIST TO REDUCE EXPOSURE DURING BUILDING CLOSURES

RECOMMENDED STEPS TO REDUCE PROPERTY LOSS:

- ✔ Secure all building openings (doors, windows, roof access).
- ✔ Continue security and surveillance of the property.
- ✔ Continue to maintain all interior and exterior lighting.
- ✔ Ensure all sprinkler control valves are in the fully open position.
- ✔ Continue to inspect sprinkler control valves and portable fire extinguishers to ensure reliability.
- ✔ Continue to inspect all detection (alarm, heat, smoke) system are in-service and reliable.
- ✔ Ensure heat is maintained to avoid freeze-ups of water lines (domestic lines, sprinkler process).
- ✔ Ensure all fire doors are closed. If it is necessary for fire doors to remain open, ensure that all automatic closing devices are functioning properly.
- ✔ Shut down and disconnect all non-essential power supplies.
- ✔ Maintain all fire protection equipment in accordance with appropriate NFPA standards.
- ✔ If building is safe for entry, designate an on-call person to respond in person for emergency situations.
- ✔ Ensure flammable and combustible liquids are stored in rated flammable storage cabinets or remove from the building.
- ✔ Safely disconnect and remove any compressed gas cylinders from the building.
- ✔ Remove all waste material from the premises.
- ✔ Remove outside storage, if not possible locate material at least 50 feet from the building.