



### Vacant Area Check

This aide-memoir may be used to assist in building checks.  
 This does not imply that the conditions are safe and healthy -  
 nor that the arrangements for welfare at work are satisfactory.

<b>Building</b>	<b>Date</b>

**External Area**

- 1 Are the roadways clear and footpaths in good condition
- 2 If fitted does lighting work
- 3 What is the condition of the gate/gates and are appropriate locks in place
- 4 Is the area free from any potential hazards that could cause slips, trips or falls
- 5 Are there signs of vandalism
- 6 Are the boundary walls/fences suitable
- 7 Are there any broken windows
- 8 Is there rubbish in the yard
- 9 What is the condition of the building fabric? Look at walls, roof, guttering, etc
- 10 Are Asbestos Cement Material panels, roofing, downpipes, guttering in good condition

Comments

**Internal Areas**

- 1 Is the vacated area locked and secure
- 2 Are there any signs of attempted forced entry
- 3 Are there any indications of vermin
- 4 Is there any sign of water ingress
- 5 Is the fabric of the area in suitable condition, any broken glass etc.
- 6 Is the area maintained to a suitable standard
- 7 Does the vacated area hinder emergency egress from other areas
- 8 Is access required and available for work such as cable risers
- 9 Has the Fire Risk Assessment been updated
- 10 Does the vacated area have any asbestos that needs managing

Comments

end