



Unoccupied weekly building inspection log

Building address

Date

Inspected by

Inspection date/signed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Fence & gates secure	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details <input type="checkbox"/> Locks in place <input type="checkbox"/> No evidence of damage or tampering with locks <input type="checkbox"/> Fences in tact (no evidence of gaps or vandalism)
Building secure	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details <input type="checkbox"/> All windows and doors locked <input type="checkbox"/> No evidence of damage or tampering of locking mechanisms <input type="checkbox"/> No broken windows <input type="checkbox"/> Security lighting operational <input type="checkbox"/> Alarm system (if present) operational
Combustible materials & waste bins stored at least 20 metres away from the building	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details
Electrical supply disconnected	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected
Gas supply disconnected	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected
Plumbing installation disconnected and drained	Yes <input type="checkbox"/> No <input type="checkbox"/> If No, state reason why supply connected

Management of unoccupied premises



Evidence of damage to building by weather or water

Yes No If Yes, please provide details

- Any evidence of water damage to carpets, walls or ceilings
- Any evidence of weather damage to external structure
- Drains/overflow points appear obstructed

Vandalism. Evidence of external damage

Yes No If Yes, please provide details

Action/who/by when
