

<b>Vacant Building Checklist</b> Suggested frequency once per month				
Municipality:			Inspection Date:        /        /201	
Name of Inspector:			Title:	
Location Surveyed:				
#	Needs work	OK	N/A	Item Write line # & comments on back for each needs work item
<i>Does the municipality have copy of the latest MEL Coverage Bulletin 16-10</i>				
<b>Exterior</b>				
1.				First floor & basement windows boarded with min 3/8 inch plywood?
2.				Unnecessary utilities shut off outside the structure?
3.				Exterior appearance matches neighborhood standards?
4.				Front & rear doors equipped with new dead-bolt locks?
5.				Have "No Trespassing" signs been posted?
6.				Structure is maintained in "Saleable Condition"?
7.				Shrubbery & trees trimmed back from doors & windows?
8.				"Attractive Nuisance" sites fully fenced?
9.				Fences, if present, are in good repair? No signs of breaching?
10.				Sidewalks & driveways maintained free of tripping hazards?
11.				Area cleared of dead trees & limbs?
12.				Lawns regularly mowed in season? Drainage is satisfactory?
13.				Any indication of loitering or squatting? Beverage cans, debris, etc.?
14.				Consideration of exterior lighting on motion sensors?
15.				Is property on "Neighborhood Watch" list in community?
16.				Address identification clearly visible?
17.				Site patrolled routinely by Law Enforcement?
<b>Interior - if accessible</b>				
18.				Any signs of unauthorized entry? Graffiti, vandalism?
19.				All rooms are "broom clean?" Carpets in stable condition?
20.				Basement access safe to traverse? Lighting? Handrails? Treads?
21.				Sump pumps, if present, are operational?
22.				Any signs of structural damage or deterioration?
23.				Any signs of: rodent or insect infestation? Mold? Water damage?
24.				Has the water been shut off? Appliances drained?
25.				Have toilets been winterized?
26.				Have water pipes been drained and blown dry?
27.				Has rubbish and debris been removed? Any hazardous materials?
28.				Building weather tight? Broken windows?
<b>Ancillary structures</b>				
29.				Are sheds, pools, barns secure?
30.				All ancillary buildings structurally sound?
31.				All ancillary buildings empty of debris and hazardous materials?

Reviewer's signature: \_\_\_\_\_ J.A Montgomery Risk Control 11-16)