

Catholic Mutual. . . "CARES"

PROCEDURES TO FOLLOW REGARDING VACANT AND/OR UNOCCUPIED BUILDINGS

The following key items need to be addressed for any vacant and/or unoccupied building:

- The building should be well secured. Appropriate security lighting should also be available. In the event the building is in an area where an unoccupied facility would create a higher potential for break-ins or vandalism, consideration should be given to installing deadbolt locks or window security screens, especially in areas of the building where an intruder would be more apt to try and gain access.
- Need to conduct regular checks on both the exterior and interior of the building to assure it has not had any damage, vandalism, break-ins, etc. Daily checks may be appropriate during cold or wet weather conditions to assure, if applicable, heating units and/or sump pumps are working effectively.
- If the building will not be heated, whenever possible, contact the municipal water supply company and instruct them to shut off the water supply before it enters your building. If this is available, drain your entire system. It is recommended to consult with the water company on whether your building's main water valve and any others should remain open.
- If the above situation is not available, the main water supply valve to the building should be turned off. Any exposed piping up to the main valve needs to be appropriately protected. All remaining water in the building needs to be drained and removed. This includes water in piping systems, all bathroom related fixtures and equipment and any holding tanks. If any hot water tanks would no longer be utilized or heated, water should be completely drained to prevent any potential of freeze related damage. Any plumbing or drain traps need to be filled with environmentally friendly antifreeze. If the building is equipped with a fire sprinkler system, whether wet or dry, appropriate measures to drain system also must be taken. Qualified service representatives should be utilized for fire sprinkler system servicing and water removal. We would also recommend contacting Catholic Mutual Group's Risk Management Department for further discussions regarding winterizing your building and/or if a fire sprinkler system has been installed in the building.
- Recommend shutting off all electrical breakers except those providing security lighting or heating, if any heating units are to remain operating.