

# COVID-19 : Idle Facilities Checklist

Building Address:	Date of Inspection
Heat on and temperature is maintained above 10 °C for all parts of building, 24 hours per day during the heating season	<input type="radio"/>
Water shut off. Pipes, toilet tank and bowls, radiators and associated piping drained.	<input type="radio"/>
Hot water heater turned off and drained.	<input type="radio"/>
Premises checked every 72 hours (or every 24 hours if water is left on due to heating requirements).	<input type="radio"/>
Doors and windows secure, no signs of a break-in or attempted break-in. No signs of theft of external metals, no damage to oil and gas tanks.	<input type="radio"/>
Walkways and driveways leading to the building clear of snow and salted/sanded.	<input type="radio"/>
Premises free of debris and combustible materials.	<input type="radio"/>
Timers are set to turn lights on/off on the inside and outside of the building.	<input type="radio"/>
Ensure that security and fire protection systems are operational.	<input type="radio"/>
No signs of water ingress into the building.	<input type="radio"/>
Non-essential electrical equipment turned off and unplugged.	<input type="radio"/>
Remove all mail, flyers or advertisements.	<input type="radio"/>
Additional notes or comments:	
<b>Completed by:</b>	<b>Title/Position:</b>
<b>Signature:</b>	

In the event of a loss, ensure that the incident is immediately reported to Ecclesiastical Insurance online at [ecclesiastical.ca/contact/reportclaim](https://ecclesiastical.ca/contact/reportclaim) or if it is an emergency, through our after-hours claims number at **1-888-693-2253**.