

Vacant Property Inspection Form

Property	Pass/fail	Comments
Date Done	Y/N	
Fire Safety		
Visible damage to doors or fire resisting elements		
Access routes clear of combustible materials		
Refuse stored away from exit routes		
Fire extinguishers missing if any		
Faults showing on alarm panel		
Services		
Lighting failures internally or externally		
Emergency lighting failures		
CCTV equipment functional		
Lift telephone working		
Any reported problems		
Security		
External doors and locks OK		
Access control if any functional		
Intruder alarm if any faults showing		
Damage to external fence or gates		
Height barriers if any		
Health and Safety		
Trip hazards; common areas clear of obstructions		
Equality Act provisions adequate?		
Accessible unguarded fall risks inc fragile roof		
Occupiers		
Any change in site contacts		
Reported issues if any		
Vacant areas checked		
General		
Any visible water, impact or vandal damage?		
Building works in progress?		
Site safety rules adhered to		
Notes:		