**Building Closure Checklist**

In the event that a building is being closed the following steps should take place:

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| **Building Closure Checklist** | |
| **Fire Safety** | |
| secure all flammable chemicals and any materials which could be used to start a fire |  |
| ensure any cookers are switched off |  |
| close all internal doors and fire doors to limit potential fires from spreading |  |
| email the Contact Centre – [emergency.control@falkirk.gov.uk-](mailto:emergency.control@falkirk.gov.uk-) to notify them of the building closure and who the appropriate keyholder is in the case of a security or fire alarm |  |
| **Housekeeping** | |
| ensure that refuse containers are in a secure location away from the building and kept locked where possible |  |
| ensure all water outlets (taps, showers, etc are fully switched off) |  |
| ensure floors and work surfaces are cleaned appropriately |  |
| switch off all lights and turn off PCs and monitors. Some teams need their PCs left on so they can work remotely – these PCs should be left on. |  |
| appropriately dispose of all food waste and perishable items within the building |  |
| Empty and turn off all fridges & freezers and leave the doors open  Note: where it is essential for a fridge or freezer to stay on this should be clearly marked. |  |
| all air conditioning units should be switched to the off position. NOTE**: Except IT server rooms,** these units should be left running. |  |
| building heating should be reduced to frost protection |  |
| email [propertystandards@falkirk.gov.uk](mailto:propertystandards@falkirk.gov.uk) notifying them of the closure and any building issues (such as leaks, broken windows, etc). Provide contact details of the keyholder in the event access needs to be arranged |  |
| **Building Security** | |
| secure and lock all windows and entrances/exits to the building |  |
| ensure external lighting is operating appropriately |  |

In the event that employees are re-located to another Council building, the Premises Manager of the building the staff are relocated to should:

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| arrange for employees to be briefed on fire evacuation procedures |  |
| ensure that adequate Fire Wardens are appointed. If additional Fire Wardens are needed they should complete the Olle Fire Warden training module |  |
| ensure that the Fire Risk Assessment is updated if the occupancy of the building has significantly changed |  |
| ensure the First Aid needs assessment is reviewed to ensure there is adequate first aid provision |  |
| identify if any new occupants require a PEEP and work with them and their line manager to complete one |  |