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Building | Maintenance | Solutions

10 Considerations for Your Vacant Facility

Walk and Evaluate the Building Daily

Someone should walk every inch of the building every day to look for potential issues - like leaks, unsecured doors, equipment left running, etc.

Check Your HVAC System

It's okay to set the thermostat settings back (perhaps 55 degrees for heating and 80 degrees for cooling) - just don't turn them off completely!

Make sure your outside air and exhaust fans are running to keep the air circulating.

Run Water Through the System Daily

Water that is sitting still in the plumbing system will develop biofilms - which can cause disease – so have someone run the water through the system every day.

Make sure someone is putting water in the "p-traps" - particularly in sinks and floor drains - to keep sewer gases from backing up into the space.

Don't forget the slop sinks in the janitor's closets, the floor drains in the bathrooms, and drains in the mechanical rooms and back-office areas.

Increase Security

Consider installing remote access cameras so you can keep an eye on common areas and the exterior.

Turn off Equipment That is Not in Use

Remember equipment (like a copier) is still drawing power even when it is in the power-saving mode.

Post Signage

Consider posting a sign with your contact information on exterior doors in case someone needs access to the building.

Review Your Insurance Policy

Notify your insurance provider if your business is closed. Even if the closure is only temporary, there might be insurance requirements to consider.

Set a Schedule for Systems

Make sure building systems (pumps, motors, elevators, etc.) are exercised/run on a schedule. When these pieces of equipment sit idle, they can degrade quickly.

Close Window Coverings

Pull down blinds and either close completely or angle them to minimize solar gain (which will reduce energy consumption).

Ensure the Building is Locked

Make sure exterior doors and windows are locked and roof access is secured.

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Managing Janitorial, Disinfecting & Maintenance Solutions