

Diocese of Syracuse
Protected Self Insurance Program

Guidelines for Vacant Buildings

- Security: Building should be adequately secured. All doors and windows should be locked. If boarding up is done, at least one doorway should remain operable, but securely locked. Consider changing all locks on the building. Consider installing a security alarm system on any building where break-ins are a concern.
- Heating: Building heat (furnaces, boilers, etc.) should be properly maintained and the building should be heated to a minimum of 55 degrees.
- Water: Water should be turned off with all pipes and water fixtures drained. We recommend that fixtures such as toilets and urinals be filled with windshield washer fluid (containing an antifreeze ingredient) to further protect these items.
- Storage: No flammable or combustible materials should be stored in the building. Also, litter, trash and debris should not be stored.
- Maintenance: Building service features such as electric panels, fuel tanks and utility meters must be secure and accessible.
- Maintenance: All glass (windows, doors, glass blocks) should remain in good repair.
- Maintenance: The building must remain structurally sound, including the basic building and foundation, chimneys, steeples and towers. Insect and rodent infestation must not be allowed to occur. The building should not become overgrown with vegetation.
- A daily walk-through should be done to ensure the building is secure and in good order.