



Building checks

Please make sure building inspections are not carried out if it puts someone at risk or does not comply with the current Covid regulations. If you are unable to inspect your building, then please advise your usual BCP Council contact.

- Are all external doors and windows secured and access restricted to essential visits only?
- All internal fire doors are closed?
- Fire alarms are operational, any faults repaired?
- Essential maintenance continues, e.g fire equipment and boiler serviced?
- Waste bins are located at least 10metres from the building and if possible. secured to prevent unauthorised access?
- Intruder alarms are set and working correctly? Monitored alarm details up to date for call outs.
- Boilers set on low to maintain building above freezing?
- Water isolated in unheated areas?
- No hot works are carried out (e.g plumbing) without permit procedures being followed.
- Post is removed from post boxes.

Your usual BCP contact is aware of current call out representatives.

When the building is re-occupied:

Remember to thoroughly flush all water systems before bringing the building back into operation.

Check the inspection dates and operation of all equipment, making sure it is safe to use.

If in doubt contact your BCP Council contact.

Thank you

BCP Parks Team