

# Building House Keeping Checklist

*Organisations must take a thoughtful, systematic and proactive approach to arson and crime prevention. Arson is one of the most common cause of large fire losses and can therefore pose a significant threat to your organisation.*

*This checklist is intended to provide general information to assist you review your risks and guide you through some simple steps to reduce the risk of becoming a victim of arson or break-in, often at little or no cost. We recommend that you review this checklist and take action appropriate to your situation.*

*This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.*

Organisation	
Date	
Address	
Inspector	

PROPERTY PROTECTION						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are buildings and facilities inspected regularly to ensure that they are secure and in good order or identify any repairs needed?						

\* Not Applicable

PROPERTY PROTECTION (Continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is damage repaired or graffiti removed in a timely manner?						
Is rubbish and/or combustible waste cleared inside or outside any buildings and facilities? Is rubbish and/or combustible waste cleared inside or outside any buildings and facilities?						
Is the buildings and facilities building concealed by trees or shrubs?						
Are gardens and surrounds maintained to eliminate hiding places?						
Is grass and other vegetation cut back and managed in line with council requirements?						
Are flammable liquids and fuels securely stored?						
Are waste bins stored away from the buildings and facilities building to avoid the risk of fire spreading						

\* Not Applicable

PROPERTY PROTECTION (Continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are staff advised to turn off computers, laptops and mobile devices before they leave?						
PROVIDE DETAILS OF ANY IDENTIFYABLE PROBLEMS						

\* Not Applicable

If you would like to speak to someone about protecting your buildings or premises email us at [info@ansvarrisk.com.au](mailto:info@ansvarrisk.com.au)

© 2022 Ansva Insurance Limited (ABN 21 007 216 506 AFSL No 237826) of Level 5, 1 Southbank Boulevard, Southbank VIC 3006 (Ansva). Ansva is a member of the Benefact Group in the UK (formally known as Ecclesiastical Group). All rights reserved, except as permitted by the Copyright Act 1968, no reproduction or communication of any of the content of this document may occur without the permission of Ansva.

The content contained this document is of general nature and does not constitute legal, financial or personal advice. Before using this information, you should consider the appropriateness of it having regard to your own business objectives, needs and individual circumstances. To the extent permitted by applicable law Ansva expressly disclaims all liability howsoever arising from this publication whether in contract, tort or otherwise (including, but not limited to, liability for any negligent act or omission) to any person in respect of any claims or losses of any nature including direct, indirect, incidental or consequential loss, punitive damages, penalties or costs.