

## Temporarily Closing Your Commercial Building? Take These Eight Steps!

Commercial properties may experience temporary closures for scheduled events like holiday closures, or for unforeseen emergencies. Regardless of why your building is temporarily closed, take the following eight steps to protect it.



- Secure the building.** A vacant building can attract vandals, thieves and other criminals. Make sure your building is as secure as possible by checking that all doors and windows are locked and the alarm system is on. Notify your alarm company that the building will be vacant. Random patrols, security cameras and motion-activated lights are also a good idea.
- Tell the local authorities.** Let the local police know that the property will be closed. This way, they'll know to keep an eye out for suspicious activities.
- Inform vendors and suppliers.** Double-check that no deliveries are scheduled during the closure.
- Let customers and business partners know.** To avoid confusion or annoyance, do everything you can to get the word out to customers and business partners. Update your business hours on your website, social media pages, voicemail and online listings.
- Take care of the property.** Even during a temporary closure, the property should look well-maintained. Have someone check on the property regularly and keep up with landscaping. You may also want to put lights on a timer.
- Maintain a reasonable temperature.** A minimum of 40-degrees F, and check for cold spots that are difficult to heat. You may be tempted to turn off the HVAC system to save on money, but this can do more harm than good. During the winter, for example, turning off the heat may contribute to frozen pipes.
- Protect the building against leaks.** Turn off the water supply to interior fixtures that won't be in use, such as those in the bathrooms, and drain the pipes. Also, consider installing a smart leak detector. Do not turn off water to automatic fire protection systems.
- Notify your insurer.** Talk to your agent to ensure you have sufficient protection.

**For additional loss control information:** Keeping Unoccupied Commercial Buildings Safe: Avoid These Five Risks

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website:

[www.amtrustfinancial.com/loss-control](http://www.amtrustfinancial.com/loss-control)



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