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Closing Time Inspection

Taking the time to ensure your building is safe before closing increases your chances that it will be safe when you return!

It is important that all staff responsible for closing the business carefully check potential fire and security hazards prior to closing for the night. Using a Closing Time Inspection checklist can act as a reminder to staff and is an effective method of loss prevention:

Fire Prevention:

- Is all equipment off?
- Are all flammables stored properly?
- Are combustibles stored away from heating appliances?
- Has a fire watch been completed? Has at least 30 minutes passed since the end of any hot work? Has a fire inspection of the hot work area been completed?
- Have oily rags and other material that may spontaneously combust been stored correctly?
- Is temporary heating equipment unplugged/shut off?
- _____
- _____
- _____

Crime Prevention:

- Are the interior lights in the sales area on?
- Are the exterior lights operational?
- Have all doors and windows been locked and the padlocks secured on all bay doors?
- Has a walkthrough been done to ensure no one is inside the building?
- Has the security system been activated?
- Is all equipment, customer property and stock secure?
- Are all cash and valuables secure?
- _____
- _____
- _____
- _____

Partners In Prevention

At Federated Insurance, we believe Loss Prevention is a critical component of your Risk Management Program. Your Risk Services Coordinator, together with our Loss Prevention Team, is available to assist you in developing security measures appropriate for your business. Working together to reduce your loss exposures protects your bottom line!

For more information, contact your Risk Services Coordinator, our Loss Prevention Department at 1-800-665-1934, or visit our website at www.federated.ca

Federated Insurance provides this Loss Prevention Bulletin as a service to our policyholders and their business advisors. The information provided is intended to be general in nature, and may not apply in your province. The advice of independent legal or other business advisors should be obtained in developing forms and procedures for your business. The recommendations in this bulletin are designed to reduce the risk of loss, but should not be construed as eliminating any risk or loss.



Knowing your business matters.