



Vermont Department of Public Safety
DIVISION OF FIRE SAFETY

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INFORMATION SHEET

Construction Site Shut Down, Buildings Vacated or Currently Vacant

Due to the COVID-19 Pandemic

Helpful tips to secure your building and property

This information sheet provides a few helpful tips on how best to safely maintain and secure job sites and vacant buildings from possible vandalism and fire. These steps will ensure a safer building reducing the impact to our first responders.

Construction Site Shut Down Safety:

1. Practice good housekeeping by removing all trash and other combustible items prior to vacating the property.
2. Secure the site (lock site gates, board doors, lock entry doors)
3. Inform your local fire department of new access restrictions.
4. A current list of emergency contact information should be readily available in a conspicuous location.
5. Non- required heating systems should be shut off and secured against possible vandalism. When practical, the fuel supply should be removed provided it can be done safely by qualified people. Required heating equipment shall be regularly checked during the construction site shut down.
6. Any working life safety system (fire alarm, sprinkler system, fire doors) shall be maintained and operational during construction site shut down.
7. Consider site security cameras, motion sensors or hiring a security guard to limit potential unauthorized access to the construction site.
8. Notification/Questions for the Area Assistant State Fire Marshal. (see below)

Vacant Buildings or Buildings Being Vacated

1. Inform your local Fire Dept. that your building is being vacated. This will assist the Fire Dept. in planning and responding to buildings. If you have a lock box (Knox Box) make sure it has the appropriate keys in it for the Fire Dept. to access the building. Leave near main entry door a list of phone numbers for contact in case of emergency.
2. Leave your life safety systems such as Fire Alarm and Sprinkler Systems in service. These systems are designed to work with the building being vacated.
3. Practice good housekeeping by removing all trash and other combustible items prior to vacating the property.
4. Don't obstruct Fire Dept. access to the property. Leave fire lanes clear and if your facility has gates, please ensure the Fire dept. has access through them.
5. Any additional questions please contact your local Assistant State Fire Marshal. (see below)

The Division of Fire Safety staff can be contacted by phone and email. We have set up an interactive map to assist you in contacting your Area Assistant State Fire Marshal directly. Visit: <https://firesafety.vermont.gov/contactus>