

TENANCY EMERGENCY SHUTDOWN CHECKLIST



In the event a mall shutdown is required, the following tasks **MUST** be completed before leaving the tenancy:

CHECKLIST

- Ensure all floors are free of clutter.
- Ensure all walkways/ emergency exits are clear.
- Ensure water supplies to plumbing are turned off and that ablutions are left clean if applicable – toilets flushed, basins clean and empty of water and dishes.
- Empty out kettles to prevent them from rusting if they are metal.
- Ensure any foodstuffs to be left on the premises are non-perishable within a 3-month period.
- Ensure all perishable food items are removed from tenancy to prevent rotting of food.
- Turn off all non-essential lighting.
- Ensure that emergency lighting power and alarm systems are switched ON in the distribution board in case there is a power supply outage.
- Turn off and unplug all sensitive electronic equipment such as computers and printers to prevent damage if there are power surges and outages.
- Ensure the backup batteries on alarm systems and safes are new and in good working condition.
- Ensure all personal/ valuable/ important business items and documents are removed from the tenancy prior to locking up as random access to the mall will not be granted.
- Ensure all windows, doors and security grill doors are locked.

