

## Lockdown Checklist

Task	Detail	Notes	Date Completed	Reverse Action On Re-Opening
Check Insurance	<ul style="list-style-type: none"> <li>Check policy details and extend the period covering unoccupied premises if necessary.</li> </ul>			
Alarm	<ul style="list-style-type: none"> <li>Notify alarm company the premises will be empty.</li> </ul>			
Check all forward orders	<ul style="list-style-type: none"> <li>Cancel forward orders if they might not be needed</li> </ul>			
Rent / Mortgage	<ul style="list-style-type: none"> <li>Call landlord or mortgage company to ask for a payment holiday if possible</li> </ul>			
Window Cleaner	<ul style="list-style-type: none"> <li>Check window cleaning is cancelled (unless you want this to continue)</li> </ul>			

Building – Internal	<ul style="list-style-type: none"> <li>• Check all bins have been emptied.</li> <li>• Empty the fridge.</li> <li>• Look for anything that will cause smells if left.</li> </ul>			
Cash / Security	<ul style="list-style-type: none"> <li>• Empty till and leave drawer open.</li> <li>• Ensure anything which could be considered valuable is removed / out of sight.</li> </ul>			
Heat / Lighting	<ul style="list-style-type: none"> <li>• Ensure all lights are turned off (and all other unnecessary power – think about items left on standby)</li> <li>• Ensure heating is on frost control only</li> </ul>			
Card Payment Provider	<ul style="list-style-type: none"> <li>• Call service provider and ask for monthly minimum charges to be dropped if relevant. Consider asking for a contract pause.</li> </ul>			
Waste Collection	<ul style="list-style-type: none"> <li>• Pause waste collection if on contract.</li> </ul>			
Check all standing orders and direct debits	<ul style="list-style-type: none"> <li>• Review bank statements and cancel unnecessary payments.</li> </ul>			