Temporary Mothballing of Premises and Plant

Many organisations need to temporarily shut down or mothball premises and plant.

This Loss Prevention Standard provides guidance on managing the risks associated with mothballing premises.

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Introduction

Organisations occasionally need to temporarily shut down or mothball premises. The reasons for doing so are diverse and can include, but are not limited to:

- Cost efficiency.
- Business resilience challenges.
- Reduced operational demand.
- Planned downtime for repairs or upgrades.
- Regulatory issues such as safety changes or environmental restrictions.

Mothballed premises present a number of risk concerns and this Loss Prevention Standard contains guidance on how to reduce those risks and help prevent damage or loss events. Whilst it is not possible to provide detailed steps for specific sectors or plant/equipment, the guidance in this document supports general principles that can be applied to many situations and installations.

Note: This Loss Prevention Standard relates to temporary mothballing of premises and plant and is focussed on asset loss prevention and related risk management guidance. It is not intended to address liability exposures. The presumption is that all regulatory requirements, such as fire risk assessments and compliance with local building regulations, codes, or standards, have or will be met.

Understanding the Risks

Mothballed premises and plant present a number of concerns, including but not limited to:

- **Arson**. Mothballed buildings and equipment are more vulnerable to deliberate fire-starting.
- **Vandalism**. The likelihood of vandalism or malicious damage increases whilst buildings and plant are mothballed.
- **Theft**. Metal and other valuable components can be stripped from buildings and plant/equipment, often causing disproportionate levels of damage.
- **Structural Integrity**. Prolonged disuse can lead to areas of corrosion, embrittlement, wear, etc.
- **Water Ingress/Escape**. Undetected water ingress can damage infrastructure and cause rot and mould. Clean-up costs can be significant.
- **Water Systems**. Any water or moisture in pipework can freeze with the expansion damaging pipework.
- **Detection and Protection Systems**. Fire, gas, leak detection and security systems can all malfunction or become outdated during prolonged shutdowns.
- **Unauthorised Occupation**. Buildings, car parks and yards can be occupied by trespassers.

Management Programmes

Material Damage Risk Assessment. Before undertaking any mothballing processes, an assessment of the anticipated/potential financial losses, for both material damage and business interruption exposures in the event of a significant or catastrophic loss event should be undertaken.

This helps ensure that any risk management measures taken are sufficient and reflective of the potential property loss estimates.

Refer to the Aviva Loss Prevention Standards **Material Damage Risk Assessment** and **Business Impact Analysis** for further guidance.

Managing Change. Any proposed changes to the buildings and activities required as part of the mothballing works should be managed through a formal management of change process. This helps ensure all stages of the change are progressed with minimal exposure to the existing arrangements.

Refer to the Aviva Loss Prevention Standards **Managing Change** – **Property** for further guidance.

Hot Works. Ensure all hot work is strictly controlled.

- Hot works, such as the use of welding equipment, blowtorches, grinders, drilling and brazing should be conducted in strict accordance with the Aviva Loss Prevention standard **Hot Work Operations**.
- Thermographic cameras should be used throughout the process and during the required fire watches.
- Fire watches should be undertaken for up to 240 minutes after the hot works and only reduced where supported by a specific risk assessment.

Self-Inspection. There should be a formal and recorded self-inspection programme to ensure:

- Property and equipment are undamaged and where live, are operating normally.
- Housekeeping arrangements remain satisfactory and site rules and procedures are being followed.
- Detection and protection equipment are functioning normally and not impaired.
- Perimeter security, fences and lighting are in good condition and operational
- Physical security and locking devices are working normally with no signs of tampering.
- There are no leaking fluids or spills.
- Thermographic cameras are used on any live equipment to identify unusual heat patterns, leaks or emissions.

Self-inspections of shut-down buildings should be completed at least weekly.

Refer to Aviva Loss Prevention Standard **Self-Inspections, Use of Thermographic Cameras – General Considerations** and **Use of Thermographic Cameras – Checklist** for further guidance.

Emergency Response. Emergency response plans should be reviewed to ensure:

- All aspects of the planned shutdown have been considered.
- Key responsibilities and actions in an emergency event involving the shutdown premises or plant are clarified.
- The emergency response plan should include responses to all likely property and business interruption related events as described in this Loss Prevention Standard.
- The emergency response rules should be documented and training provided.

Refer to Aviva Loss Prevention Standard **Emergency Response Teams** and **Emergency Response Planning with Fire and Rescue Teams** for further guidance.

Business Continuity Planning. Review Business Continuity Plans (BCPs), especially if an extended shutdown/mothballing is envisaged. Consider:

- Potential supply chain impacts.
- Inter-company interdependencies.
- The potential loss or redeployment of key personnel.
- Anticipated delays in bringing the shutdown plant back online when required.

Refer to the following Aviva Loss Prevention Standards for further guidance.

Business Continuity Management
Business Continuity - Communications Plan
Business Continuity - Incident Management Plan
Business Continuity - Roles and Responsibilities
Business Continuity Planning - Testing and Maintenance

Managing the Risks

Planning to Shutdown/Mothball

Thorough planning is essential when mothballing premises, plant and equipment. Allow sufficient time and resources to ensure the process is well managed and risks to the organisation are minimised.

Areas to consider should include the following:

- **Notify Stakeholders**. Consider who may need to be notified, e.g.:
  - ✓ Insurers and Brokers.
  - ✓ Regulatory bodies.
  - ✓ Customers.
  - ✓ Supply chain partners.
  - ✓ Contractors.
  - ✓ Emergency services.
- **Scope of Works**. Prepare a scope of works for the shutdown, including, but not limited to:
  - ✓ Details of items/assets being shut down or removed from site.
  - ✓ Period of time items are planned to be shut down for.
  - ✓ The scheduling and sequence by which items will be shut down.
  - ✓ A continually updated register, tracking the progress of shutdown works and the status of items of plant and equipment.

  Note: Ensure sufficient time is allowed for unexpected delays and unforeseen circumstances.
- **Staffing**. Prepare a staffing plan to complete the shutdown works. This should include the trades and specialist contractors needed to safely complete the works.

- **Equipment and Tooling**. Identify any specialist equipment and tooling required to complete the shutdown, and their availability.
- **Risk Assessment**. Review relevant, regulatory risk assessments for the plant/site.
  - ✓ Ensure the basis of safety for the site and equipment will not be compromised by the planned shutdown/mothballing.
  - ✓ Consider the impacts of the shutdown both on and off-site, including impacts on:
    - Other processes/buildings (including interlocks).
    - Alarm systems.
    - Control rooms.
    - Employees who remain on site.
    - Impacts on the surrounding environment and neighbours.

  Any changes made to risk assessments should be formally documented.
- **Operational Plant and Equipment**. Consider what items of plant/equipment are to continue operating to ensure the continued safety of the premises, including but not limited to:
  - ✓ Fire detection and alarm systems.
  - ✓ Fixed fire protection systems.
  - ✓ Sump pumps.
  - ✓ Gas detection equipment.
  - ✓ Effluent treatment plant.
  - ✓ Pollution monitoring equipment.
  - ✓ Solar Photovoltaic (PV) and other energy generation or storage systems.

  Where present, ensure there are suitable arrangements in place to support the continued and safe operation of this equipment, e.g., uninterrupted power supplies (UPS), data logging, maintenance programmes and self-inspections including statutory inspections, etc.
- **Security**. Review security risk assessments and security systems for adequacy, including the need for:
  - ✓ Additional security guarding.
  - ✓ Enhanced Video Surveillance Systems (VSS) including remotely monitored systems.
  - ✓ Upgraded perimeter fencing and gates.
  - ✓ Increased frequency of checks and inspections.
- **Reinstatement Planning**. Whilst the focus is on safely shutting down the site, plant, etc., prior consideration should also be given to ensuring this is done in a way that supports reinstatement of the site.
  - Update engineering drawings and schematics to reflect the shutdown status of the plant.
  - Prepare a list of actions for each individual item of plant/equipment necessary to bring it back online after temporary shutdown. This should include any required maintenance and inspections (including statutory inspections).
  - Identify what spares/consumables are necessary to bring individual items of plant/equipment back online after temporary shutdown and where these can be sourced including delivery timescales. Where there are long lead times on items, it may be prudent to source and hold such items in anticipation of reinstatement.

Closure of Buildings

Where it is necessary to close an entire building, a number of additional considerations can be relevant. If the building is remotely located and not part of a larger installation, it should be treated as an unoccupied premises.

Refer to the Aviva Loss Prevention Standard **Unoccupied Premises** for further guidance and discuss with the insurer and broker for specific advice.

Should the building be part of a larger installation that will remain operational, the following additional risk controls should be considered:

Security. Review security arrangements, ensuring:

- All locks, doors and windows operate correctly and are adequately secured.
  - ✓ Additional measures may be necessary where the building is isolated and/or vulnerable, e.g. fixed boarding to accessible doors and windows.
- Intruder alarm systems are operational and signal to an occupied area of the site and, ideally, to an approved Alarm Receiving Centre (ARC).
- VSS remains operational with monitoring/recording carried out outside the closed building.

  Refer to the Aviva Loss Prevention Standards Intruder and **Hold Up Alarms - General Guidance**, **Security - Doors, Windows and Other Barriers**, **Security – Locks** and **Video Surveillance Systems - Introduction** for further guidance.

Housekeeping. Ensure:

- Combustible materials are removed from the building and the building is not used for any storage during the shutdown period.
- Fuel oils, gas cylinders, idle pallets, plastic materials and other combustible items are removed and stored securely in an appropriate external area, at least 10 metres from buildings or valuable assets.
- Waste is removed from the building and surrounding area.
- Cut back foliage that may impact the building during shutdown.

  Refer to the Aviva Loss Prevention Standards **Housekeeping** and **Management of Combustible Waste** for further guidance.

Shutdown Processes. Stop all processes and ensure they are not left operational whilst the building is not in use. If any equipment must run for safety, regulatory or critical business reasons, ensure remote monitoring or frequent inspection checks are in place.

Utilities and Infrastructure.

- Isolate and purge gas pipework.
  - ✓ Isolate and lock off gas to the building where possible, unless needed for heating.
- Service and maintain any heating appliances required to keep a base temperature.
- Isolate water supplies and drain down water systems where possible.

Fire Detection and Protection Systems. Keep fire alarm and fire protection systems fully operational and ensure associated alarm systems continue to signal to an occupied area of the site and, ideally, to an approved Alarm Receiving Centre (ARC).

Battery Charging. Cease charging of battery-powered equipment. Turn off and electrically isolate units.

Solar PV Systems. Where the system is to be isolated, seek advice from the installer or maintenance company. Where the system is to remain live, ensure:

- Monitoring systems remain live and any anomalies or issues investigated promptly.
- Weekly self-inspections are undertaken of the installation.
- Drone surveys may be necessary for roof-based components where safe access is not provided. These should be undertaken at least every six months.
- Maintenance programmes remain in place and consider increasing the frequency of inspection, testing and maintenance work.

Refer to the Aviva Loss Prevention Standard **Roof Mounted Solar Photovoltaic Systems – Ongoing Care** for further guidance.

Battery Energy Storage Systems (BESS). These should preferably be isolated during the shutdown. Seek advice from the installer or maintenance company to ensure this can be done safely. Where BESS remain operational, ensure:

- Monitoring systems remain live and any anomalies or issues investigated promptly.
- Weekly self-inspections are undertaken of the BESS.
- Maintenance programmes remain in place.
- Security arrangements remain adequate.
  - ✓ Additional security locks may be necessary to help prevent unauthorised access to enclosures.
  - ✓ Ensure VSS provides adequate coverage.
- The BESS location is kept clear of combustible goods.
  - ✓ Where located in the open, at least 10 metres clearance is recommended.

Refer to the Aviva Loss Prevention Standard **Small Scale Battery Energy Storage Systems** for further guidance.

Weather Related. Consider the risks from weather exposures that may cause damage to the building whilst it is shut down, taking appropriate precautions where necessary.

- Conduct an inspection of the premises for condition and watertightness. Ensure any areas where water could access the building are appropriately sealed.
- Ensure gutters, drainage systems, interceptors, storm drains, culverts, etc., are kept clear.
- Where live water supplies are required within the building, ensure heating is maintained to avoid freezing pipes.
- Any items remaining in the building should be stored on stillages (at least 150mm) to avoid damage in the e vent of water ingress, leaks, etc.

Refer to the Aviva Loss Prevention Standards **Weather Related Property Damage** and **Wind and Windstorm – Property** for further guidance.

Temporary Shutdown of Plant and Equipment

Prior to shutting down any items of plant/equipment, process lines, etc., a risk assessment and action plan for each item should be produced detailing the steps and sequence by which they should be completed.

What needs to be done to safely shut down the items of plant/equipment will depend on each individual item; however, the following should be considered:

- Seek guidance from the Original Equipment Manufacturer (OEM) or installer regarding requirements to maintain any warranties or avoid installer penalty clauses.
- Back-up data prior to shut down.
- Drain and purge reservoirs, process lines and tanks.
- Clean and decontaminate relevant equipment to prevent corrosion, seizure or blockages occurring.
- Other measures to preserve the item of plant/equipment during the shutdown, including any required to prevent contamination of the plant.
- De-energise the plant/equipment, ensuring it is appropriately isolated and safely dissipate any stored energy.
- Isolate and purge utilities connected to the item of plant/equipment.
- Use lock out tag out (LOTO) procedures to prevent equipment from being re-energised or utilities being inadvertently reconnected.
- Store any removed components/items ready for reinstatement.
- Signage or labelling requirements to indicate isolated equipment.
- Ensure any interlocks and alarms provided on the equipment will not cause problems or issues with other aspects of the site/plant, e.g., impacts of any alarm signals and automatic shutdown of utilities and ventilation systems, etc.
- Ensure any automatic fire detection systems or fixed fire protection systems remain operational.
- Determine if maintenance and inspections must continue during the shutdown.
  - ✓ If any maintenance is deferred, ensure this is supported by an engineering analysis confirming that safety will not be compromised when equipment is reinstated.
- Check whether equipment with battery backup systems will continue running after de-energisation.
  - ✓ Identify how long the backup will operate and whether the battery will require replacement before the equipment is brought back into service.
- Cover and securely protect any accessible pits.
- Assess whether safe access needs to be maintained for inspection or maintenance activities.
  - ✓ Where access is not required, remove ladders or other access routes to prevent unauthorised entry.
- Ensure the premises or area around the shutdown plant/item are sterile and free from combustible materials.
  - ✓ All wastes generated during the shutdown works should be removed and disposed of.

Parked Vehicles and Trailers

During a temporary site closure, there may be the need for a larger number of vehicles to be parked or stored together in one place for a prolonged period. This could result in a larger than normal accumulation of vehicles and trailers, potentially leading to an increased risk of damage by vandalism, theft, fire, flood, etc.

During this period, vehicles should be:

- Emptied of contents and fuel storage minimised.
- Appropriately secured.
  - ✓ If vehicles are to be parked inside a building, then the keys should still be removed and returned and stored in an appropriately secure location(s).
- Parked at least 10 metres from buildings, valuable assets and other combustible goods, fuels, etc.
- Parked with sufficient space between them to help prevent the spread of fire.
  - ✓ If this is not possible then consider grouping vehicles into smaller clusters with at least five metres separation to create fire breaks.
- On-board refrigeration equipment should not be left operational unless under supervision.
  - ✓ Maintenance arrangements on chiller plant should be maintained during the shutdown where vehicles may be used for planned or surplus storage.

Electric vehicles should not be left on charge/connected to charging equipment during a period of shutdown. Any charging necessary to maintain battery health, as advised by the manufacturer, lease company, etc., should only be undertaken under supervision.

New security risks may be created through the temporary accumulation of vehicles on site and security arrangements including key storage should be reviewed and improved where necessary.

Note. Vehicle keys should not be stored in vehicles or unsecured within unoccupied buildings. Where this is unavoidable, ensure the keys are secured within a proprietary key safe located within an intruder alarm protected, and adequately secured building.

Consideration should be given to the natural catastrophe exposures of storing vehicles together in a single location. Check that areas where they are parked or stored are not prone to flooding. If available, consult publicly available flood risk maps to check the risks from river, coastal or surface water flooding. Alternatively consult your insurer or broker for advice.

Checklist

A generic **Temporary Mothballing of Premises and Plant Checklist** is presented in Appendix 1 which can be tailored to your own organisation.

Specialist Partner Solutions

Aviva Risk Management Solutions can offer access to a wide range of risk management products and services at preferential rates via our network of Specialist Partners.

- Thermal Imaging Cameras and PAT Testing Equipment - **Pass**
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- Vacant Property Protection - **Orbis Protect**
- Vacant Property Protection - **Vigilance**
- Vacant Property Protection - **VPS**
- Automatic Fire Detection Systems - **Secom**
- Hazardous Materials Storage and Handling - **Denios**

For more information please visit: Aviva Risk Management Solutions – Specialist Partners

Sources and Useful Links

- RISCAuthority – BDM10 Code of Practice for the Protection of Empty Buildings - Fire Safety and Security.
- RISCAuthority – S31 Unauthorised occupation of non-residential premises.

Note: Whilst UK standards and legislation are referenced in this document, other international standards and legislation should be referenced where applicable.

Additional Information

Relevant Aviva Loss Prevention Standards include:

- **Material Damage Risk Assessment**
- **Business Impact Analysis**
- **Managing Change – Property**
- **Emergency Response Teams**
- **Emergency Response Planning with Fire and Rescue Teams**
- **Hot Work Operations**
- **Self-Inspections**
- **Use of Thermographic Cameras - General Considerations**
- **Use of Thermographic Cameras - Checklist**
- **Business Continuity Management**
- **Business Continuity - Communications Plan**
- **Business Continuity - Incident Management Plan**
- **Business Continuity - Roles and Responsibilities**
- **Business Continuity Planning - Testing and Maintenance**
- **Unoccupied Premises**
- **Hold Up Alarms - General Guidance**
- **Security - Doors, Windows and Other Barriers, Security - Locks**
- **Video Surveillance Systems - Introduction**
- **Housekeeping**
- **Management of Combustible Waste**

- **Roof Mounted Solar Photovoltaic Systems - Ongoing Care**
- **Small Scale Battery Energy Storage Systems**
- **Weather Related Property Damage**
- **Wind and Windstorm - Property**

To find out more, please visit Aviva Risk Management Solutions **or speak to one of our advisors.**

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Appendix 1 - Temporary Mothballing of Premises and Plant Checklist

Location	
Date	
Completed by (name and signature)	

	Prior to Shutdown/Mothballing	Y/N	Comments
1.	Have you notified the appropriate stakeholders of your plans to shut down/mothball your process/plant/premises?		
2.	Have you prepared a scope of works for the shutdown/mothballing?		
3.	Have you prepared a staffing plan to complete the shutdown works?		
4.	Have you identified whether specialist equipment & tooling is required to complete the shutdown, including access equipment, personal protective equipment and other safety equipment?		
5.	Have you reviewed regulatory risk assessments for the plant/site and are satisfied that the basis of safety will not be compromised by the planned shutdown/mothballing?		
6.	• Have you identified whether any items of plant/equipment need to continue running to ensure the continued safety of the installation? • If so, are suitable arrangements in place to guarantee its operation including any required maintenance/inspections?		
7.	Have you prohibited all hot works and other hazardous activities at the site for the duration of the shutdown?		
8.	Have you updated emergency procedures to reflect the changes made?		
9.	Have you reviewed and updated your BCP to reflect the shutdown and mothballing undertaken?		

	Prior to Shutdown/Mothballing Cont'd	Y/N	Comments
10.	Have engineering drawings and schematics been reviewed and updated to reflect the shutdown status of the plant?		
11.	Have you prepared a list of actions necessary to bring the plant back online after temporary shutdown?		
12.	Have you identified what spares are necessary to bring the plant back online after temporary shutdown and where appropriate arranged supplies?		

	Shutdown/Mothball of Plant and Equipment	Y/N	Comments
13.	Have shutdown/mothballing plans been made for individual items of plant/equipment or process lines?		
14.	Have recommendations from the equipment manufacturer/installer been adhered to and requirements to maintain warranties or avoid installer penalty clauses?		
15.	Have you been able to backup any data relating to production output/plant condition?		
16.	Have you been able to drain and purge any reservoirs, process lines and tanks?		
17.	Have you been able to clean/decontaminate equipment (both internally and externally) to prevent corrosion, seizure or blockage occurring during the shutdown?		
18.	Have you been able to take the necessary steps to preserve the condition of the plant/equipment during the shutdown?		
19.	Have you been able to de-energise the plant/equipment, proving it is dead and where possible and where safe to do, dissipating any stored energy within it?		
20.	Have you been able to isolate and purge utilities that are connected to the item of plant/equipment?		
21.	Have you used LOTO procedures to prevent equipment from being re-energised or utilities being inadvertently re-connected?		

	Shutdown/Mothball of Plant and Equipment Cont'd	Y/N	Comments
22.	Have you safely/securely stored any components/items removed from plant and equipment, ensuring it is clearly labelled with details of where it has been removed from?		
23.	Have you placed a clear sign/label on all items of shutdown plant/equipment indicating it has been shut down?		
24.	Have you reviewed the impacts of interlocks and alarms provided on the equipment to ensure that shutdown will not cause problems or issues with other aspects of the site/plant?		
25.	Have you ensured that where possible systems for automatic fire detection and fixed fire protection equipment remain operational?		
26.	Are arrangements in place for any necessary continuation of inspection/maintenance programmes (including statutory inspections) and can safe access to the equipment be assured to permit this?		
27.	Have you covered/secured any exposed pits?		
28.	Have you removed all waste and combustible items from the area where the shutdown equipment is located?		

	Closure of Buildings	Y/N	Comments
29.	Is the physical security of the building adequate?		
30.	Have you checked the condition of perimeter security fences and made any necessary repairs?		
31.	Are intruder alarms within the building set, ideally with signalling to a continually occupied area of the site and preferably also to an approved ARC?		
32.	Will VSS remain operational with images monitored and recorded at a location that is not within the closed building?		
33.	Are any additional security measures required?		
34	Will fire alarm and fire protection systems remain operational within the building and continue to signal to a continually occupied area of the site and preferably also to an approved ARC?		
35.	Have you removed combustible materials from the building so far as possible?		
36.	Have all fuel oils and gas cylinders been removed from building and stored in an appropriate secure and external area?		
37.	Have you removed all wastes from the building and immediate surrounding area?		
38.	Are measures in place to prevent the storage of idle pallets, plastic IBCs or other combustible goods within 10m of the building so far as is possible?		
39.	Have all processes within the building ceased and been shutdown safely?		
40.	Where equipment is required to be left operational, is there a means of remotely verifying its continued operation or alternatively a programme of regular and frequent inspections to verify it continues to function correctly?		
41.	Have all processes to charge battery operated equipment ceased with the equipment turned off and electrically isolated?		
42.	Has any equipment used in the testing of products or raw materials been turned off, isolated from power supplies and utilities and made safe?		
43.	Have gas supplies to the building been isolated and locked-off?		

	Closure of Buildings Cont'd	Y/N	Comments
44.	Have any heating appliances that will remain in use within the building been serviced and maintained?		
45.	Have you conducted thermal imaging on any electrical circuitry that will remain energised within the building whilst it is closed?		
46.	Are risks associated with solar panel installations being managed in accordance with your installer's guidance?		
47.	Have you ensured that vegetation will not impinge on the building envelope during the period of shutdown?		
48.	Are appropriate procedures in place for the management of any maintenance and hot works within the shutdown period, including the mandatory use of hot work permits?		
49.	Have you been able to isolate water supplies to the building and drain down water systems?		
50.	Have you cleared rainwater goods, interceptors, storm drains and culverts?		
51.	Are the premises watertight?		
52.	Are items of plant/stock that remain within the building raised off the floor and/or adequately protected against unforeseen water ingress?		
53.	Are plans in place to conduct a regular inspection of the premises to check conditions and that new hazards/problems are not developing? Preferably this should be no less frequent than weekly?		

	Parked Vehicles and Trailers	Y/N	Comments
54.	Are all vehicles parked on site locked with the keys removed and stored within a suitably rated security safe? This includes any vehicles parked inside buildings.		
55.	Are all vehicles parked externally located as far away from buildings and combustible materials as possible with sufficient space between them to prevent the spread of fire?		
56.	Are all vehicles parked externally away from areas that are susceptible to flooding?		
57.	• Are all electric vehicles disconnected from charging equipment during shutdown? • If battery-health charging is required, is it being done under supervision and in line with manufacturer or lease-company guidance?		
58.	Are vehicle keys stored securely and not left inside vehicles or unsecured in unoccupied buildings?		
59.	If keys must be stored on-site, are they locked in a proprietary key safe within an intruder alarm protected and secured building?		
60	Additional Comments:		

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