Building and Space Decommissioning

Policy & Procedure

OFFICIAL

Government Security Classification Scheme	*Policy section:* **OFFICIAL - Force website approved** *Procedure section:* **OFFICIAL - Force website approved**
Department of Origin	Corporate Assets
Policy Holder	Director of Resources
Policy Author	Ian Webster
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Review By	05/08/2027

Contents

Policy

National Context

Authorised Professional Practice (APP) is produced by the College of Policing as the official source of professional practice on policing. All officers and staff are expected to have regard to APP in discharging their responsibilities. Essentially, our "policy" is to comply with APP as it develops to cover all areas of policing.

Objectives

The overriding objective is to ensure that buildings and spaces that BCUs/Depts and their teams move from, are clear of all Police related evidence, paperwork, archives/heritage items, ICT equipment and operational equipment prior to the buildings and spaces being handed over to Corporate Assets, and to ensure the security of the site/space thus preventing any opportunity for reputational damage.

The main objectives are:

a) To ensure that buildings and spaces are clear of all Police related evidence, paperwork, archives/heritage items, ICT equipment and operational equipment prior to the building/spaces being handed over to Corporate Assets.
b) To ensure that the security of the building, carparks and other associated spaces are secure while vacant.
c) To provide clarity in relation to responsibilities during building/space decommissioning and clearance.
d) To provide a process relating to building/space clearance that must be followed by BCUs/Depts/teams.
e) To ensure that BCUs/Depts/teams understand where guidance in relation to building/space decommissioning and clearance can be found.
f) To ensure that partners adhere to this policy when vacating a building or space.
g) To ensure items are reused wherever possible to reduce waste and save money, and to consider sustainable solutions when decommissioning and clearing a building or space.
h) To prevent any opportunity for reputational damage.
i) To ensure that public and partner confidence is maintained.

1.1

Application and Scope

This Policy & Procedure document applies to all Police Officers, special constables, police staff, agency workers, volunteers and partners. The policy also applies to any company or organisation under contract to Merseyside Police who must be aware of, and are required to comply with, all relevant policy and associated procedures.

The Chief Officer lead for this policy is the Director of Resources. The Associate Director of Corporate Assets is responsible for monitoring and promoting its delivery throughout the Force. Corporate Assets will provide awareness training relating to building clearance to BCU/Dept and Partner SPOCs as required and Building Managers to inform them of the minimal impact to their role.

All BCU/Dept Leads, Police Officers, Staff and Partners have a responsibility to ensure that this Policy is implemented as buildings/spaces are being vacated and buildings are being decommissioned.

Outcome Evaluation

Outcomes should reflect specific objectives as set out within this policy. For each building decommissioning or space clearance, the objectives will be monitored by Corporate Assets. In general terms desired outcomes are:

a) That all buildings and spaces are decommissioned following the same process, in line with this policy, with confirmation of clearance and sign off at each stage.
b) That BCUs/Depts and partners allocate a SPOC/Lead SPOC with responsibility to ensure that all of the requirements of this Policy are met.
c) That BCUs/Depts and partners will ensure that all buildings and spaces are clear of all BCU/Dept/Partner owned possessions (leaving only empty furniture remaining), prior to a POLSA search being carried out.
d) That any call backs from a POLSA search are dealt with in a timely manner by the BCU/Dept or Partner SPOC.
e) That a security assessment is carried out by Corporate Assets when a building is to be fully decommissioned and will be vacant for a period of time.
f) Corporate Assets will ensure that all of the security assessment recommendations are implemented in a timely manner.
g) Corporate Assets will ensure that all of the requirements of our insurers are completed and in place when a building becomes vacant.

Procedure

Version History

Version Number	Date	Detailed rational behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
1.0	15/01/24	Development of Policy 1st Draft	Keith Dickinson	Ian Webster
1.1	09/02/24	Draft Policy for submission to DCC and DoR for comment.	Keith Dickinson	Ian Webster
1.2	29/01/24	Updated following initial comments from DCC, DoR, Data Protection Officer, Head of Information Systems.	Keith Dickinson	Ian Webster
2.0	21/05/24	Updated to reflect comments raised through Consultation.	Helen Stafford	Phil Cavanagh
2.1	09/06/26	Updated to new naming conventions following force restructure; general formatting updates (no change to review date)	Phil Cavanagh	Phil Cavanagh

1. Introduction

There are two main stages to the process included within this Policy & Procedure document.

The first stage relates to the clearance of a building or space prior to a POLSA search being carried out. BCUs/Depts and partners are responsible for ensuring that buildings/spaces are cleared of all BCU/Dept/Partner owned possessions (leaving only empty furniture remaining) prior to a POLSA search being carried out. BCUs/Depts and partners are also responsible for responding to any call backs from the POLSA search.

The second stage relates to decommissioning the building/space and the ongoing security and maintenance of the building/space/site. Corporate Assets are responsible for this stage.

Corporate Assets then arrange for the disposal of the property or the reallocation of the space. BCUs/Depts should not move into any vacant space without prior approval, through the Capital Implementation Group (GIG) and Capital Board (CB) Governance process.

Corporate assets will be available to provide any guidance or assistance that may be required throughout the decommissioning process.

2. Building Clearance (Stage 1)

Building Clearance is defined as the act of removing all waste, items that are no longer required, and items that you wish to retain from a building or space so that the building or space is empty of BCU/Dept/Partner owned items. All that is to remain in the space is empty furniture (e.g. desks, chairs, cabinets etc...).

3. Single Point of Contact (SPOC)

The BCU/Dept or partner will appoint a SPOC in order to lead and coordinate the clearance of the building or space.

If more than one BCU/Dept is vacating a building or areas within a building the SPOC must liaise closely with other SPOCs in order to ensure cross BCU/Dept coordination. *(Note: In this situation a lead SPOC is to be appointed by cross BCU/Dept leads. The lead SPOC will arrange regular meetings between all SPOCs, ensure coordination and ensure that BCU/Dept leads remain informed. The Lead SPOC may conduct the responsibilities of a SPOC for their area alongside taking on the role of Lead SPOC.)*

The SPOC will complete the following items:

3.1 Meet with Corporate Assets in order to ensure that this Policy and the requirements of the role of SPOC are fully understood.

3.2 Liaise with the Building Manager to ensure that the Building Manager remains informed and to also be informed by the Building Manager of other elements of work that may be taking place in the building that could aid or impact upon the clearance.

3.3 The SPOC will keep their BCU/Dept lead informed regarding the clearance process, highlighting any risks, issues or assistance that may be required.

3.4 The SPOC will ensure that all staff within the area of the BCU/Dept moving and staff clearing the building/space remain informed in relation to their requirements to clear items by a particular date and to have items that are to be moved, packed and ready to go by the required date.

3.5 For projects that are linked to the Estate Strategy the SPOC will complete a bimonthly progress report that will be submitted to the Capital Implementation Group (CIG) and Capital Board (CB) along with the Estate Strategy project update report. A CIG/CB progress report template can be seen in Appendix 1.

3.6 The SPOC will complete the Area Clearance Completion Form (Appendix 2) in order to confirm to the head of BCU/Dept that the area is clear of all items and that a POLSA search can be carried out prior to BCU/Dept lead sign off.

3.7 The SPOC will liaise closely with Corporate Assets and in relation to any external removal company requirements and the completion of a move schedule. This includes detail relating to all items that are to be moved to an alternative location, where the item is currently located and where it is to be moved to, including correct labelling. This will also include the development of a move programme.

3.8 The SPOC will be provided with guidance relating to the correct disposal routes for items that are considered to be waste either by Corporate Assets and/or the Data Protection Officer. For example, items such as confidential papers, Official-Sensitive information, white boards with information on them, Personal identifiable documentation, uniform, operational equipment (e.g. riot shields), ICT equipment and items can all be disposed of through specialist force appointed contractors. (Note: Arrangements are to be made with the Records Management Unit (RMU) to attend and inspect old uniforms/operational kit, and files/ records before arrangements are made for their disposal).

3.9 The SPOC will liaise with ICT regarding the movement and disconnection of all ICT and AV equipment.

3.10 The SPOC will ensure that all files, confidential waste, evidence, uniform, equipment, and electronic storage devices are removed from the building/ space (including airwaves, radios, body worn cameras, PAVA Gas, Traka cabinet contents, charging stations, etc...)

3.11 The SPOC will ensure that all notices are removed from all surfaces and notice boards and that all white boards are clear of all information.

3.12 The SPOC will ensure all officer and staff uniform, equipment and personal lockers are empty prior to moving and final clearance of the building/space. All locker keys are to be clearly identified and handed to Corporate Assets at handover.

3.13 The SPOC is to ensure that all secure cabinets, safes, tambour units and filing cabinets are cleared and left open with all keys clearly identified to be handed to Corporate Assets at handover.

3.14 The SPOC will ensure that all Airwave cabinets, PAVA Gas cabinets and Traka cabinets are left empty and open, and that all keys are identified and handed to Corporate Assets at handover.

3.15 All internal doors are to be left unlocked, and all specialist areas are to be left empty and open with all keys and digital lock codes clearly identified and handed to Corporate Assets at handover.

3.16 The SPOC/Lead SPOC will arrange for a POLSA search to be carried out and liaise closely with the POLSA search team during the search. Note: If it is a Partner SPOC, Corporate Assets will organise the POLSA search and be responsible for obtaining their signature.

3.17 The SPOC will respond in a timely manner to any POLSA search call back items and will keep the BCU/Dept lead informed of progress including final POLSA search clearance.

3.18 The SPOC will liaise with CSD (News & Communication), so that all necessary updates can begin to be made. (e.g. the Force intranet and Internet, Google Maps, etc...)

3.19 The SPOC is to liaise with ICT regarding any live NICHE locations as they will need to be reviewed, cleared and closed.

3.20 The SPOC needs to liaise with the RMU and arrange for them to complete a site inspection in order to satisfy the RMU that no crime files/records, old uniforms/operational kit, or equipment remain.

3.21 The SPOC must liaise with the RMU regarding any old boxes of files which they do not want to take to their next location and therefore be archived or disposed of. Note: The RMU is to be advised of this requirement with plenty of advanced notice.

3.22 The SPOC will liaise with Corporate Assets in relation to them meeting with a representative of the Archives and Heritage Board to attend site to ensure that any historic artefacts/memorabilia are considered for retention. Corporate Assets will accompany the Archives & Heritage Board during the site visit.

4. Building Decommissioning (Stage 2)

Building Decommissioning is defined as the act of isolating services that are no longer required, eliminating hazards and liabilities while also protecting the building.

Corporate Assets will only take possession of a building or space once a POLSA search full clearance has been received and a further check has been made by the Director of Resources and The Associate Director of Corporate Assets. (Note: Empty furniture may still remain within the building at this point).

Corporate Assets will then complete the following items:

4.1 Ensure that the card access system is reset to stand alone and building decommissioning fobs only and/or isolate the entire or partial system.

4.2 Ensure the emergency access process is held by the Control Room/FIM.

4.3 Arrange for a Security Review to be undertaken and ensure that all the resulting recommendations are put in place.

4.4 Inform the IS Services Manager and CSD (News & Communication) of the finalised site disposal date.

4.5 Ensure the building is cleared of all furniture as quickly as is reasonably possible, and when clear, arrange for empty building rates relief to be claimed.

4.6 Remove specialist items (secure locks, door sets, cabinets, safes) and arrange for disposal, storage or re-use.

4.7 Remove all external MP signage and the flag from site.

4.8 Ensure that all Corporate Assets site information folders are removed from site.

4.9 Board up all ground floor windows and windows that can be accessed from a flat roof.

4.10 Ensure that all external grounds are clear of combustible materials or material that could be used to access or damage the building.

4.11 Carry out the requirements of the Building Security Assessment.

4.12 Inform building insurers of the building closure date and target hardening measures.

4.13 Inform the Post Office and ensure that mail is redirected.

4.14 Cancel TV subscriptions and licences & update Procurement of this.

4.15 Cancel all cleaning services for the building or space.

4.16 Ensure that any ongoing contracts are cancelled. E.g. waste, window cleaning, vending, grounds maintenance, chilled water etc… with the exception of life safety and building protection systems.

4.17 Liaise with ICT in relation to isolating/cancelling data services to the building or space.

4.18 Liaise with ICT in relation to any airwaves services that may be present including in building provision, also in building mobile telephone boosting equipment isolation.

4.19 Isolate any electrical services that are no longer required.

4.20 (Note: Essential items to remain live include, Fire alarm, intruder alarm, CCTV, external lighting, internal lighting, emergency lighting, fob access system.)

4.21 Isolate gas supplies and purge supply pipework.

4.22 Isolate cold water supplies and drain down hot and cold-water systems.

4.23 Drain down heating system if a wet system.

4.24 Drain down and remove any surface fuel tanks.

4.25 Take final water and gas meter readings.

4.26 Corporate Assets will complete a Site Decommissioning/ Closure /Disposal Form (Appendix 3) for all full building decommissioning processes.

4.27 Corporate Assets are to carry out regular inspections of decommissioned sites as indicated by the security assessment.

5. Building Decommissioning Security Assessment

A Building Decommissioning Security Assessment shall be carried out by Corporate Assets on any building that is being decommissioned due to there being a change to both the use of the building and its occupants.

The Security Assessment will consider any information or intelligence relating to the building, its location, and any crime / Anti-Social Behaviour (ASB) within the surrounding area. Consideration will also be given to the likelihood of the building being targeted by 'Auditors' or 'Social Media Bloggers'.

A Building Decommissioning Security Assessment will include the following:

5.1 All access codes for the building / gates will be changed.

5.2 All keys for the building to be kept securely on site in a key safe.

5.3 In relation to the site perimeter a review of all fencing, walls and open area will be carried out.

5.4 All gates are to be secured with heavy duty chain and heavy-duty combination padlock.

5.5 All barriers will need to be supported by manual, 2.4m high, weldmesh gates. To be secured with heavy duty chain and heavy-duty combination padlock.

5.6 A secure process will be introduced for Emergency Access / Contractor Access to and from the site. This will be shared with the FCC.

5.7 External lighting for the site is to be checked to ensure that it is in full working order and must be dusk till dawn.

5.8 A review of the existing CCTV system will be carried out.

5.9 Consideration will be given to the use of remote monitoring of CCTV provided by an external monitoring provider.

5.10 All doors will be reviewed, single entry/exit door to be agreed, all other doors to be appropriately secured whilst still complying with the fire evacuation plan.

5.11 All ground floor windows and windows accessed from a flat roof to be boarded internally.

5.12 All buildings must be alarmed. The alarm must have a Digi Air. The alarm must cover all doors, the downstairs of the premises and any windows accessible from a flat roof.

If any further information or intelligence is received in relation to the premises or if an incident occurs the security assessment will be reviewed, and further security measures considered.

6. Building Insurance Requirements

Insurance is defined as something that provides protection against a possible eventuality.

Corporate Assets will inform our Insurer that we have a vacant property as soon as a building becomes vacant or unoccupied. Our current insurers definition of a vacant or unoccupied building is as follows,

“Unoccupied means any **building** that is owned or used by the **insured** in the course of the **business** and has become vacant, disused or unfurnished and empty for a period in excess of thirty (30) days.”.

Merseyside Police must also ensure that,

1) all main services are turned off at the mains and water tanks drained to prevent **damage** caused by escaping water from any pipe, tank, water system or automatic sprinkler installation; and
2) all combustible materials not forming part of the landlord’s fixtures and fittings are removed from inside and outside the **buildings** in respect of **damage** by fire; and
3) all ground floor windows and letterboxes are securely boarded over; and
4) all reasonable precautions are taken to secure the **buildings** against unauthorised entry.”

Appendices

Appendix 1 – CIG/CB Progress Report Template

MERSEYSIDE POLICE

Corporate Assets

PROJECT – CIG/CB SPOC Progress Report

Project Sponsor		**Project Manager**	
Dept / Section		**SPOC**	
Meeting Date		**Report Date**	
Project Status*	Red	Amber	Green

Are there any major issues to report?
What communication have you delivered to staff/officers since the last meeting?
What issues have the staff / officers raised with you?
What communication have you got planned for the next period?

Signed: …………………………………… **Date:**
Strand SPOC

Signed: …………………………………….. **Date:**
Head of Strand

PROJECT – CIG/CB SPOC Progress Report v.1.1 (Feb 2024)

7.

Appendix 2 – Building/Area Space Clearance Completion Form

MERSEYSIDE POLICE

Strand
Building/Area Space Clearance Completion Form

SITE:	DATE:

To be Completed by the Strand SPOC

No.	ACTION	Y or N/A	COMMENTS (Date Each Task)	DATE
General Items to be removed:				
1	<u>Confidential Waste</u> Confirm that all confidential waste has been removed from the building/space/site.			
2	<u>Evidence</u> Confirm that all evidence has been removed from the building/space/site and any live niche property locations have been cleared and referred to IT for closure.			
3	<u>Uniform</u> Confirm that all items of uniform have been removed from the building/space/site.			
4	<u>Police Equipment</u> Confirm that all items of Police equipment have been removed from the building, space, site.			
5	<u>CD's, Pen Drives, Storage Devices</u> Confirm that all CD's, Pen Drives, electronic storage devices have been removed from the building, space/site.			
6	<u>ICT/AV Equipment</u> Confirm that all ICT/AV equipment has been removed from the building/space/site or that ICT have requested that the equipment remains, if a space is suitable.			
7	<u>Notices, Notice Boards, White Boards</u> Confirm that all notices around the building or on notice boards have been removed, and that all white boards have been cleared of all information.			
Furniture to be left empty and open:				
8	<u>Tambour Storage Units</u> Confirm that all Tambour storage units are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
9	<u>Filing Cabinets</u> Confirm that all filing cabinets are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
10	<u>Personal Lockers</u> Confirm that all personal lockers are empty and are open.			

Strand Building/Area Space Clearance Completion Form 1 v.2.0 (May 2024)

Strand
Building/Area Space Clearance Completion Form

11	**Police Officer Uniform and Equipment Lockers** Confirm that all Police Officer uniform and equipment lockers are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
12	**Safes and Secure Cabinets** Confirm that all safes and secure cabinets are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
13	**Airwaves Radio Charging Cabinets** Confirm that all Airwaves radio charging cabinets are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
14	**PAVA Gas Cabinets** Confirm that all PAVA Gas Cabinets are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
15	**Traka Cabinets** Confirm that all Traka cabinets are empty.			
Space to be left accessible:				
16	**Specialist Areas** Confirm that all specialist areas are empty and open, and that all keys have been clearly labelled and are ready to be passed to Corporate Assets.			
17	**Internal Doors** Confirm that all internal doors are empty and open, and that all keys have been clearly labelled, digital lock codes have been gathered and are ready to be passed to Corporate Assets.			
RMU & Archives and Heritage Board Items:				
18	**Records Management Unit (RMU)** Confirm that all areas have been checked by the RMU on a site visit and that there are no crime files/boxes, uniform, kit or equipment remaining.			
19	**Historic Artefacts (Archives & Heritage Board)** Confirm that Corporate Assets have accompanied a representative of the Archives and Heritage Board during a site visit to ensure that any historic artefacts/memorabilia are considered for retention.			
POLSA Search:				
20	**Confirm POLSA search is Complete** POLSA search clearance confirmation received in writing by SPOC, unless it is a Partner SPOC, in which case Corporate Assets would organise the POLSA search and be responsible for getting their signature.			

Strand

Building/Area Space Clearance Completion Form

Liaison and Communication:				
21	**Other SPOC's (if applicable)** Confirm that you have liaised with other SPOCs in relation to clearance completion of your Strands area.			
22	**Building Manager** Confirm that you have liaised with the Building Manager in relation to clearance completion of your Strands area.			
23	**Liaise with CSD (News & Communication)** Confirm that you have liaised with CSD so that all necessary updates can be made (e.g. the Force intranet and internet, Google Maps etc…)			

Strand SPOC		
Name:	**Signature:**	**Date:**
Head of Strand		
Name:	**Signature:**	**Date:**

Appendix 3 – Decommissioning/Closure/Disposal Form

MERSEYSIDE POLICE

Corporate Assets
Site Decommissioning / Closure / Disposal Form

SITE:	**DATE:**

PRE-CLOSURE OF A SITE – CORPORATE ASSETS

No.	ACTION	Y / N/A	COMMENTS (Date Each Task)	DATE
Site Access:				
1	**Card Access** The Head of Building and Technical Services will ensure that the card access system for the building is set to stand alone and decommissioning fobs only and/ or isolate the entire or partial system.			
2	**Emergency Access Process** The Head of Building and Technical Services will ensure that the process to gain emergency access to the site/building is held by the Control Room/FIM.			
POLSA & Security Review:				
3	**Confirm POLSA search is Complete** POLSA search clearance confirmation received in writing by Corporate Assets prior to taking possession of the site or space.			
4	**Security Review** The Head of Building and Technical Services is to arrange for a security review to be undertaken by the Estate Strategy Operational Support Inspector at least three months in advance of closure.			
5	**Implement Security Review Recommendations** The Head of Building and Technical Services is to arrange for all recommendations from the security review to be put in place. *(Items that can be completed prior to the closure of the building are to be in place at closure. Outstanding items following closure are to be carried out immediately following the closure of the site.)*			
Notifications:				
6	**Notify Organisation of Building Disposal Date** The Head of Building and Technical Services is to ensure that the site disposal date has been finalised and that CSD (News and Communication) and the IS Services Manager are aware and inform all staff at least two months in advance of disposal.			
7	**Empty Building Rates Relief** The Head of Building and Technical Services will arrange to have the building cleared of all furniture as quickly as is reasonably possible, and when clear, arrange for empty building rates relief to be claimed.			
8	**Inform Insurance** The Head of Building and Technical Services is to inform our building insurers of the buildings closure date, including any target hardening measures that are going to be implemented and the date that they will be completed by.			

Corporate Assets

Site Decommissioning / Closure / Disposal Form

Service Cancellations:				
9	**Redirect Post** The Head of Facilities Services will ensure that, when necessary, the post office is informed, and post is redirected.			
10	**Cancel TV Subscriptions and Licences** The Head of Facilities Services will ensure that all TV subscriptions and licences are cancelled, and that Procurement is updated of this.			
11	**Cancel Cleaning Services** The Head of Facilities Services will ensure that all cleaning is cancelled for the site and that all equipment and consumables are removed from the site.			
12	**Cancel Maintenance Contracts** The Head of Building and Technical Services and Head of Facilities Services are to ensure that all ongoing contracts are cancelled. (E.g. Waste, Services, Grounds, Vending, Window Cleaning, Pest Control, Chilled Water, Fire Extinguishers, etc…)			
ICT Services:				
13	**ICT Services** The Head of Building and Technical Services is to liaise with ICT and receive written confirmation that the ICT data/comms and airwaves services for the site have been disconnected.			
Item Removals:				
14	**Specialist Items** The Head of Building and Technical Services will arrange for any specialist items located within the building to be removed. *(E.g. Locks, doors, cabinets, safes.)*			
15	**MP Signage** The Head of Building and Technical Services is to arrange to have all external MP signage removed and ensure that a flag is not in place at the site.			
16	**Site Information Folders** The Head of Building and Technical Services is to ensure that all Corporate Assets site information folders are removed from site.			
Gas, Water and Heating Systems:				
17	**Service Supply Isolation** The Head of Building and Technical Services will ensure that the incoming Gas and Water supplies are isolated and that any electrical services that are not required are isolated. In the case of gas, all gas pipework is to be purged. *(Essential electrical items that must remain live include, Fire Alarm, Intruder Alarm, CCTV, External Lighting, General and Emergency Lighting and Fob access system.)*			
18	**Service Supply Meter Readings** The Head of Building and Technical Services will ensure that the final gas and water meter readings are recorded.			

Corporate Assets
Site Decommissioning / Closure / Disposal Form

19	**<u>Drain Down Systems</u>** The Head of Building and Technical Services will arrange for the Hot, Cold, and heating systems to be drained down.			
Building Inspection Walk Through:				
20	**<u>Corporate Assets Building Inspection</u>** Full building walk through and visual inspection of all spaces. *(To be carried out by two of the following staff: - Director of Resources, Associate Director of Corporate Assets, Head of Building and Technical Services. A full photographic record is to be carried out by the Estate Strategy Programme Officer.)*			

<u>Head of Building and Technical Services</u>		
Name:	**Signature:**	**Date:**
<u>Head of Facilities Services</u>		
Name:	**Signature**:	**Date:**

<u>Associate Director Corporate Assets</u>		
Name:	**Signature:**	**Date:**
<u>Director of Resources</u>		
Name:	**Signature**:	**Date:**

Corporate Assets

Site Decommissioning / Closure / Disposal Form

SITE:	DATE:

IMMEDIATELY BEFORE / DAY OF SALE or DEMOLITION – CORPORATE ASSETS

No.	ACTION	Y / N/A	COMMENTS (Date Each Task)	DATE
Site Access & Security:				
1	**Keys / Access Codes** The Head of Building and Technical Services will ensure all keys, digital lock codes and Intruder Alarm codes are passed to the purchaser's solicitor or contractor.			
2	**Fob/Card Access System** The Head of Building and Technical Services will arrange for the card access system to be decommissioned and any reusable items and storage devices associated with the system to be removed from the site.			
3	**Secure Site** The Head of Building and Technical Services will ensure that site is left secure by checking that all doors / windows / gates are locked prior to completion of the sale or handover to the contractor.			
Site items to be removed/installed/completed:				
4	**Meter Readings** The Head of Building and Technical Services with ensure that the final Electric meter reading is taken and retake the gas and water meter readings.			
5	**Plant Notices** The Head of Building and Technical Services will ensure that notices are displayed within plant rooms and on boilers stating that all services are isolated, purged and drained down.			
6	**Fire Extinguishers** The Head of Building and Technical Services will arrange for all Fire Extinguishers to be removed from the site.			
7	**CCTV** The Head of Building and Technical Services will arrange for CCTV servers, hard drives and storage devices to be removed from the site prior to handover.			
8	**Site Cleanliness** The Head of Building and Technical Services will ensure that the site is clean and tidy and that any waste items are disposed of/ removed from site.			

Site Decommissioning/ Closure / Disposal Form v.2.0 4 May 2024

Corporate Assets

Site Decommissioning / Closure / Disposal Form

Notifications & Contract Cancellations:				
9	**Cancel Maintenance Contracts** The Head of Building and Technical Services is to ensure that all ongoing maintenance contracts are cancelled. *(E.g. Fire Alarm, CCTV, Intruder Alarm, Emergency Lighting, Fire Extinguishers)*			
10	**Change of Ownership Notifications** The Head of Building and Technical Services will ensure that the change of ownership notifications for the electric, gas and water are sent to the appropriate utility suppliers. In the case of demolition, that arrangements are in place with all utilities' suppliers to turn off supplies at the mains point.			
11	**Display Energy Certificate Notification** The Head of Building and Technical Services will ensure that the Sustainability Officer is notified if the site has a Display Energy Certificate (DEC). The Sustainability Officer will inform the certification body that this site no longer requires a DEC.			
12	**Rates** The Head of Building and Technical Services with ensure that notification of closure/disposal is sent to the relevant local authority regarding Non-Domestic Rates.			
13	**Directional Highways Signs** The Head of Building and Technical Services will inform the local authority of the building sale/demolition and ask any Police Station directional highways signs to be removed.			

Head of Building and Technical Services		
Name:	**Signature:**	**Date:**
Associate Director Corporate Assets		
Name:	**Signature:**	**Date:**