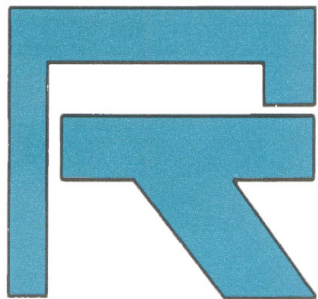


MOTHBALLING ACTIVITIES



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KEY ISSUES

- MOISTURE
- HOUSEKEEPING
- SECURITY
- UTILITIES
- VENTILATION
- MAINTENANCE
- FREQUENCY OF INSPECTION

MOISTURE

- CONDITION OF ROOF
- ROOF DRAINS AND DOWNSPOUTS CLEAR
- WINDOWS AND FRAMES INTACT
- VENTILATION – CAN BE CRITICAL TO AVOIDING GROWTH

HOUSEKEEPING

- REMOVE TRASH, FLAMMABLES, PAINTS, RAW MATERIALS, FINISHED PRODUCTS, PERISHABLES AND ANY OTHER OIL AND HAZARDOUS MATERIALS
- BROOM-CLEAN INTERIOR UNLESS SWEEPING WOULD SPREAD UNDESIRABLE MATERIALS – THEN REQUIRE HEPA VACUUMING
- PREPARE INVENTORY OF HAZARDOUS MATERIALS AND ANY OTHER INVENTORY OF CONCERN OR OTHER ITEMS REMAINING IN BUILDING

SECURITY

- FIRE AND POLICE NOTIFIED THAT BUILDING WILL BE VACANT
- SECURITY AND FIRE DETECTION SYSTEMS
- EXTERIOR DOORS AND WINDOWS SECURED; IF NECESSARY – FENCES AND/OR GRATINGS
- PERIODIC INSPECTIONS
- KEEP GROUNDS FROM BEING OVERGROWN

UTILITIES

- NOTIFY UTILITY COMPANIES TO SHUT OFF WATER, GAS AND ELECTRICITY IF APPROPRIATE
- FIRE SPRINKLERS – DRY OR WET?; VOID INSURANCE
- IF HEAT TURNED OFF, DRAIN WATER PIPES
- ELECTRICITY – IF NEEDED, CONSIDER A SMALLER SERVICE TO PICK UP SCATTERED POWER REQUIREMENTS
- OIL TANKS – DRAIN OR TOP OFF AND SECURE?
- INSURANCE COMPANY REQUIREMENTS

VENTILATION

- MAY BE NECESSARY TO PREVENT MOLD, MILDEW AND CONDENSATION
- REQUIREMENTS ARE DEPENDENT ON TYPE AND SIZE OF STRUCTURE
- DAMPNESS OR EXCESS HUMIDITY

FREQUENCY OF INSPECTION

- VARIES WITH TYPE OF FACILITY
- QUARTERLY
 - INTERIOR INSPECTION
 - CHECK FOR MOISTURE DAMAGE
 - CHECK BATTERY PACKS
 - VANDALISM
- MONTHLY
 - ROUTINE DRIVE BY
 - CHECK WINDOWS FOR BREAKAGE
 - LANDSCAPING, LAWN MOWING
- SEMI-ANNUAL
 - CHECK UTILITIES
 - INSPECT ROOF AND ROOF DRAINS
- *IMPORTANT TO PROTECT VALUE OF THE PROPERTY*