

SECTION 5-3 MOTHBALLING/WINTERIZATION OF VACANT BUILDINGS

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5-3-00 POLICY

Vacant HHS property and buildings shall be protected and secured from the weather, unauthorized use, and vandalism.

5-3-10 PROCEDURES

A. WINTERIZATION

All water should be drained from plumbing systems and equipment. All plumbing traps should be filled with antifreeze. All openings subject to air and water infiltration should be covered.

B. PROTECTION

All openings to vacant HHS buildings should be locked and secured. The area around vacant buildings should be fenced and secured. Periodic inspections of vacant HHS facilities should be conducted.

5-3-20 GUIDANCE AND INFORMATION

When vacating leased HHS Facilities, the OPDIV or GSA should remove all Government property and improvements. The Existing Condition Survey will be the basis for determining the Government's responsibility at the termination of the lease. See also the discussion in Chapter 5 about "Vacating the Premises (Actions when Moving out of Expired or Terminated Leases)."