

# CLOSING PROCEDURE TIPS

Taking the time to conduct a thorough walk-through of your business before closing increases the likelihood that it will be safe and secure when you return.

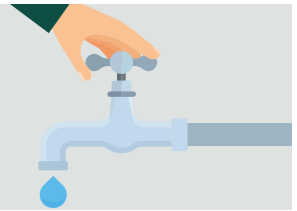
**01** TURN OFF OR UNPLUG ALL EQUIPMENT



**02** STORE FLAMMABLES AND COMBUSTIBLES PROPERLY



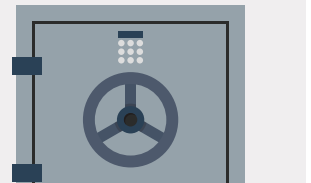
**03** TURN OFF THE WATER AT THE MAIN INLET VALVE AND DRAIN THE ENTIRE SYSTEM



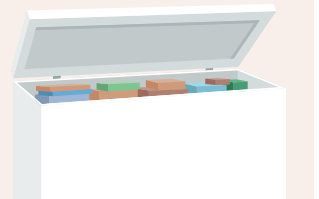
**04** SET THE BUILDING'S TEMPERATURE TO A MINIMUM OF 18°C TO PROTECT PIPES FROM FREEZING



**05** SECURE ALL CASH, VALUABLES, EQUIPMENT, CUSTOMER PROPERTY, AND STOCK



**06** REMOVE ALL PERISHABLE ITEMS FROM FRIDGES AND CUPBOARDS



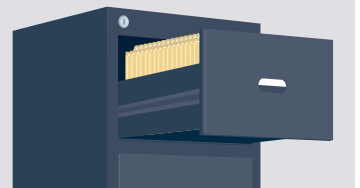
**07** BACK UP ALL BUSINESS DATA TO CLOUD STORAGE OR AN EXTERNAL HARD DRIVE OFF-SITE



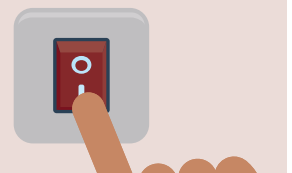
**08** ENSURE ALL EMPLOYEES, SUPPLIERS, AND CUSTOMERS ARE AWARE OF YOUR CLOSURE AND CANCEL ANY DELIVERIES OR PICK-UPS



**09** REMOVE IMPORTANT DOCUMENTS AND KEEP THEM ON HAND



**10** TURN OFF INTERIOR LIGHTS AND CHECK TO MAKE SURE EXTERIOR LIGHTS ARE WORKING PROPERLY



**11** LOCK ALL WINDOWS, DOORS, AND EXTERIOR OPENINGS (EG. ROOF ACCESS)



**12** WALK THROUGH THE SITE TO MAKE SURE NO ONE IS LEFT BEHIND, AND ACTIVATE THE SECURITY SYSTEM



Visiting the building daily or every other day is advised to ensure that everything is in working order. Visit [nbins.com](https://www.nbins.com) for more tips and resources to help protect your business.