

Premises Shutdown Checklist

Facility/Area: _____

Date: _____

Category	Ok?		Comments
	YES	No	
Building Security			
Access Control: All doors and access points to the facility and site should be locked and regularly checked			
Security good practice should be applied to deter and deny entry			
Burglar Alarms – if in place – need to be activated and alarm transmission guaranteed			
Please remove all external combustible material (incl. rubbish containers and idle pallets) from any building walls and ensure that arson is avoided			
Cars on the premises should be parked at least 10m away from the building			
Please ensure that all buildings are wind and water tight			
Please make sure the Fire Department is aware of the shutdown			
Please close all fire doors			
Security: Walk-throughs should be conducted on a regular basis (if still possible)			
Fire Detection and Protection – keep in service			
Heating to ensure that systems are not exposed to freezing (minimum 4°C)			
Dry sprinkler system – air pressure monitoring needed			
Ensure sprinkler pumps are in service			
Fire alarm transmission for smoke detection or sprinkler activation operational			
Supervisory alarm transmission (Pump Failure, Water Supply Low Pressure, Common Fault, etc.) operational			
Alarms signal to a constantly attended location			
Longer Shutdowns:			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue			

Category	Ok?		Comments
	YES	No	
Utility Supply Systems – Proper Shutdown			
Gas should be isolated (unless essential for maintaining heating)			
Electricity should be isolated unless essential for maintaining heating, fire and/or security protection			
Water piping systems should be drained down, if longer shutdowns are expected – decision as per individual situation			
Heating –ensure there is no possibility of freezing of pipelines or equipment			
Machinery and Equipment:			
Proper shutdown should be undertaken to ensure machinery etc. is not damaged			
The maintenance and testing of machinery and equipment systems applies, if still possible. The risk of damage to equipment should be minimised			
Proper start-up procedures are required to recommission the facility			
Lighting/CCTV			
Provide security lighting overnight or alternatively activated as required by motion detection			
Cameras (outside/inside) should be in operation with real time live monitoring conducted, if possible.			

Completed by:

Date:

Reviewed by:

Date:

Note:

For Chubb permit forms and procedures relating to the following, please refer to the Chubb Risk Engineering Resource Centre.

- Hot Work involving heat or spark generating equipment (cutting, welding or drilling),
- Impairment or isolation of fire protection systems

<https://www.chubb.com/hk-en/business/risk-engineering-resource-centre.aspx>