

# Premises Shutdown

## Checklist

<b>Facility/Area:</b>		<b>Date:</b>	
-----------------------	--	--------------	--

Category	OK?		Comments
	Yes	No	
<b>Building Security</b>			
<b>Access Control:</b> All doors and access points to the facility and site should be locked and regularly checked	<input type="checkbox"/>	<input type="checkbox"/>	
Security good practice should be applied to deter and deny entry	<input type="checkbox"/>	<input type="checkbox"/>	
Burglar Alarms - if in place - need to be activated and alarm transmission guaranteed	<input type="checkbox"/>	<input type="checkbox"/>	
Remove all external combustible material (incl. rubbish containers) from any building walls and ensure that arson is avoided	<input type="checkbox"/>	<input type="checkbox"/>	
Cars on the premises should be parked at least 10m away from the buildings	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that all buildings are wind and water tight	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that the Fire Department is aware of the shutdown	<input type="checkbox"/>	<input type="checkbox"/>	
Close all fire doors	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Security:</b> Walk-throughs should be conducted on a regular basis (if still possible)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire Detection and Protection - keep in service</b>			
Heating to ensure that systems are not exposed to freezing (minimum 5°C)	<input type="checkbox"/>	<input type="checkbox"/>	
Dry sprinkler system - air pressure monitoring needed	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure sprinkler pumps are in service	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarm transmission for smoke detection or sprinkler activation operational	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisory alarm transmission (Pump Failure, Water Supply Low Pressure, Common Fault, etc.) operational	<input type="checkbox"/>	<input type="checkbox"/>	
Alarms signal to a constantly attended location	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Longer Shutdowns</b>			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue if possible	<input type="checkbox"/>	<input type="checkbox"/>	

Category	OK?		Comments
	Yes	No	
<b>Utility Supply Systems - Proper Shutdown</b>			
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			
<b>Machinery and Equipment</b>			
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			
<b>Lighting/CCTV</b>			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue if possible			
Cameras (outside/inside) should be in operation with real time live monitoring conducted, if possible.			

**Note:**

- **For all Hot Work involving heat or spark generating equipment (cutting, welding or drilling), please refer to the Chubb Hot Work Permit & Procedures**
- **For impairment or isolation of fire protection systems, please refer to the Chubb Fire Protection Impairment Form**

**Both forms are available for download on the [Chubb Risk Engineering Resource Centre](#).**

Completed by:		Date:	
Reviewed by:		Date:	

## About Chubb in Singapore

---

Chubb is the world's largest publicly traded property and casualty insurer. Chubb Insurance Singapore Limited, via acquisitions by its predecessor companies, has been present in Singapore since 1948. Chubb in Singapore provides underwriting and risk management expertise for all major classes of general insurance. The company's product offerings include Financial Lines, Casualty, Property, Marine, Industry Practices as well as Group insurance solutions for large corporates, multinationals, small and medium-sized businesses. In addition, to meet the evolving needs of consumers, it also offers a suite of tailored Accident & Health and Personal & Specialty insurance options through a multitude of distribution channels including bancassurance, independent distribution partners and affinity partnerships.

Over the years, Chubb in Singapore has established strong client relationships by delivering responsive service, developing innovative products and providing market leadership built on financial strength.

More information can be found at [www.chubb.com/sg](http://www.chubb.com/sg).

## Contact Us

---

Chubb Insurance Singapore Limited  
138 Market Street  
#11-01 CapitaGreen  
Singapore 048946  
O +65 6398 8000  
F +65 6298 1055  
[www.chubb.com/sg](http://www.chubb.com/sg)

**Chubb. Insured.**<sup>TM</sup>