

# Premises Shutdown

## Checklist

<b>Facility/Area:</b>		<b>Date:</b>	
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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			
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) from any building walls and ensure that arson is avoided			
Cars on the premises should be parked at least 10m away from the buildings			
Please ensure that all buildings are wind and water tight			
Please make sure the Fire Department is aware of the shutdown			
Please also close all fire doors			
<b>Security:</b> Walk-throughs should be conducted on a regular basis (if still possible)			
<b>Fire Detection and Protection - keep in service</b>			
Heating to ensure that systems are not exposed to freezing (minimum 5°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			
<b>Longer Shutdowns</b>			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue if possible			

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 Australia

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Chubb, via acquisitions by its predecessor companies, has been present in Australia for 100 years. Its operation in Australia (Chubb Insurance Australia Limited) provides specialised and customised coverages, including Business Package, Marine, Property, Liability, Energy, Professional Indemnity, Directors & Officers, Financial Lines, Utilities, as well as Accident & Health insurance, to a broad client base, including many of the country's largest companies. Chubb also serves successful individuals with substantial assets to protect and individuals purchasing travel and personal accident insurance. With five branches and more than 800 staff in Australia, it has a wealth of local expertise backed by its global reach and breadth of resources.

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

## Contact Us

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