

Checklist for shutdowns

Facility/Area: _____

Date: _____

Category	OKAY?		Comments
	YES	No	
Have a Plan			
<input type="checkbox"/> Establish or review the emergency action plan to consider actions after the exit of non-essential occupants.			
<input type="checkbox"/> Designate an Emergency Coordinator and Emergency Action Team.			
<input type="checkbox"/> Schedule meetings and drills to ensure essential onsite staff knows roles and responsibilities.			
<input type="checkbox"/> Detail communication procedures for employees, suppliers, vendors, contractors, and clients.			
Building Systems and Maintenance			
<input type="checkbox"/> Understand critical ongoing facility utility needs; particularly energy, fire protection, and plumbing.			
<input type="checkbox"/> Be proactive in performing preventative maintenance on back up resources such as emergency generators, and fire pumps.			
<input type="checkbox"/> Plan for unavailable contractors and third-party maintenance vendors.			
<input type="checkbox"/> Prioritize considerations for conducting in-house inspection, testing, and maintenance as allowed by local regulations on critical building systems.			
<input type="checkbox"/> Cross train essential employees that would be expected to remain onsite during the event.			
<input type="checkbox"/> Establish shut down and isolation procedures for critical equipment, utilities, and entire facility.			
<input type="checkbox"/> Properly shut down any nonessential equipment or systems (electric, water, gas) as appropriate.			
<input type="checkbox"/> Gas should be isolated (unless essential for maintaining heating).			
<input type="checkbox"/> Heating – ensure there is no possibility of freezing.			
<input type="checkbox"/> Fire sprinkler systems, fire detection systems, fire alarms, and fire pumps are maintained and remain operational.			
<input type="checkbox"/> Proper machinery start up procedures are required to recommission the facility.			

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Building Fire & Security			
<input type="checkbox"/> Plan for additional security guards, roving tours, and fire watches.			
<input type="checkbox"/> Notify local authorities including police and fire service when a building becomes unoccupied.			
<input type="checkbox"/> Make sure existing facility security systems are well maintained, and in good working order now, including alarm transmission.			
<input type="checkbox"/> Remove external combustible material (including trash bins, etc.) from nearby the building.			
<input type="checkbox"/> For any proprietary fire and security systems, ensure there is available back up personnel in the event of widespread illness.			
<input type="checkbox"/> A minimum of two individuals should remain available at all times to monitor critical fire and security alarm conditions.			
<input type="checkbox"/> Report any fire protection system (sprinkler systems, fire detection systems, special extinguishing systems) impairments to your local fire service, central monitoring station, and to your insurance carrier.			
<input type="checkbox"/> Train essential staff now on roles and responsibilities in reporting any fire protection impairments. For Chubb clients, report impairments to the relevant local Chubb impairment contacts.			
<input type="checkbox"/> For buildings lacking any fire detection or sprinkler systems, consider implementing a 24-hour fire watch.			
<input type="checkbox"/> Consider fire watch rounds to be conducted hourly whenever the building is not occupied.			
<input type="checkbox"/> Rounds should be recorded and should cover all areas of significant buildings on the site.			
<input type="checkbox"/> Ensure the fire watch has reliable means of communication and are instructed to call the fire department upon discovery of fire.			
<input type="checkbox"/> Ensure all handheld fire extinguishers and standpipe hose connections are in good working order now, in accordance with local regulations.			
<input type="checkbox"/> Conduct updated essential employee training on proper use of handheld fire extinguishers and hose connections as appropriate.			
<input type="checkbox"/> If Hot Work is conducted, be sure to follow the Chubb Hot Work Permit Program and Procedures			

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Building Water & Freezing			
<input type="checkbox"/> Shut off water in any areas of the building where it is not needed to help prevent interior water damage.			
<input type="checkbox"/> Drain domestic plumbing water pipes and add anti-freeze to any areas where water might remain.			
<input type="checkbox"/> Guards and other remaining essential staff should be trained for critical valve shut off locations and water damage mitigation efforts in the event of pipe burst, leakage event, etc.			
<input type="checkbox"/> Ensure the building maintains reliable heat to maintain a minimum temperature of 4 °C.			
<input type="checkbox"/> For areas protected by a wet pipe sprinkler system, maintain adequate heat to prevent freezing of sprinkler pipes.			
<input type="checkbox"/> Consider installing IoT (internet of things) enabled water leak detection and temperature sensors in key critical areas of the building.			
<input type="checkbox"/> Make sure the building remains weather (wind and water) tight.			
<input type="checkbox"/> Inspect roofs and flashing to ensure they are secured properly.			
<input type="checkbox"/> Clear clogged roof drains, rain gutters and downspouts. Check drain pumps and downspouts.			
<input type="checkbox"/> Plan for cold weather as appropriate. Implement a program for snow removal for emergency access and roof loading to the building during the cold season.			
<input type="checkbox"/> Ensure all doors, windows, skylights, ventilators and shafts are weather tight to prevent cold air intrusion.			
<input type="checkbox"/> Inspect emergency heating systems now to assure proper operation and ensure adequate fuel supplies and reserves.			

Completed by:

Date:

Reviewed by:

Date:

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