CHUBB®

Checklist for Shutdowns

Facility/Area: _____ Date: _____

Category	Yes	No	Comments
Have a Plan			
☐ Establish or review the emergency action plan to consider actions after the exit of non-essential occupants.			
☐ Designate an Emergency Coordinator and Emergency Action Team.			
☐ Schedule meetings and drills to ensure essential onsite staff knows roles and responsibilities.			
☐ Detail communication procedures for employees, suppliers, vendors, contractors, and clients.			
Building Systems and Maintenance			
☐ Understand critical ongoing facility utility needs; particularly energy, fire protection, heating, and plumbing.			
☐ Be proactive in performing preventative maintenance on back up resources such as emergency generators, and fire pumps.			
☐ Plan for unavailable contractors and third-party maintenance vendors.			
☐ Prioritize considerations for conducting in-house inspection, testing, and maintenance as allowed by local regulations on critical building systems.			
☐ Cross train employees that would remain onsite, so that they know what inspections, testing, and maintenance they are qualified to accommodate.			
☐ Establish shut down and isolation procedures for critical equipment, utilities, and entire facility.			
☐ Properly shut down any nonessential equipment or systems (electric, water, gas) as appropriate.			
☐ Gas should be isolated (unless essential for maintaining heating).			
☐ Maintain heat to ensure there is no possibility of freezing.			
☐ Fire sprinkler systems, fire detection systems, fire alarms, and fire pumps are maintained and remain operational.			
☐ Proper machinery start up procedures are required to recommission the facility.			
Building Fire & Security			
☐ Plan for additional security guards, roving tours, and fire watches.			
☐ Notify local authorities including police and fire service when a building becomes unoccupied.			
☐ Make sure existing facility security systems are well maintained, and in good working order, including alarm transmission.			
☐ Remove external combustible material (including trash bins, etc.) from nearby the building.			
☐ Ensure there is available back up personnel (a minimum of two) for any proprietary or remote monitoring stations responsible for fire and security alarms.			

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Building Fire & Security			
☐ Make sure sprinkler valves are normally in the secured, open position, and that gauges are reading normal pressures.			
☐ Make sure fire pump controllers, fire alarm panels and detection devices are in normal energized condition, with no trouble alarms.			
☐ 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.			
☐ Train essential staff now on roles and responsibilities in reporting any fire protection impairments. For Chubb clients, report impairments at www.chubb.com/impairment.			
☐ For buildings lacking active fire detection or sprinkler systems, consider implementing a 24-hour fire watch.			
☐ Consider conducting hourly fire watch rounds when the building is unoccupied. Rounds should be recorded and should cover all key areas.			
☐ Ensure the fire watch has reliable means of communication and are instructed to call the fire department upon discovery of fire.			
☐ Ensure all handheld fire extinguishers and standpipe hose connections are in good working order now, in accordance with local regulations.			
☐ If Hot Work is conducted, be sure to follow the Chubb Hot Work Permit Program and Procedures.			
Building Water & Freezing			
☐ Shut off water in any areas of the building where it is not needed to help prevent interior water damage.			
☐ Drain domestic plumbing pipes and add anti-freeze to any areas where water might remain if subject to freezing conditions.			
☐ Guards and other remaining staff should be trained on critical valve shut off locations and water damage mitigation efforts in the event of pipe burst, leakage event, etc.			
☐ Ensure the building maintains reliable heat to maintain a minimum temperature of 40°F (4°C).			
☐ For areas protected by a wet pipe sprinkler system, maintain adequate heat to prevent freezing of sprinkler pipes.			
☐ Consider installing IoT (Internet of Things) enabled water leak detection and temperature sensors in key critical areas of the building.			
☐ Make sure the building remains weather (wind, water, and cold air) tight.			
☐ Inspect roofs and flashing to ensure they are secured properly.			
☐ Clear clogged roof drains, rain gutters and downspouts. Check drain pumps and downspouts.			
☐ Plan for cold weather as appropriate. Implement a program for snow removal for emergency access and roof loading to the building.			
☐ Ensure all doors, windows, skylights, vents and shafts are weather tight to prevent freezing.			

Category	Yes	No	Comments
Building Water & Freezing			
☐ Inspect emergency heating systems now to assure proper operation and ensure adequate fuel supplies and reserves.			
☐ Operational jurisdictional objects such as boilers, water heaters, air tanks and pressure vessels must be maintained, inspected and operated according to local law.			
☐ Jurisdictional objects not in operation should be isolated from all energy sources and locked and tagged out to prevent unintended use.			

Completed by: _____ Date: _____

Reviewed by: _____ Date: _____

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