

Extended Shutdown Checklist

Project or Location Name:			
Project or Location Address:			
Name of Person Completing this Checklist:			
Today's Date:		Shutdown Date:	
Expected Duration:			

This Extended Shutdown Checklist is to be used as a reminder of items that should be considered when shutting down and securing a project or location for an extended period. Every project or location has many unique hazards, and risks that need to be carefully considered. This checklist is designed to assist you and may not cover all the items necessary to secure a project or location. Please include another company representative in your efforts to shut down and secure this project or location the best and safest way possible.

- Install perimeter or critical area fencing, inspect existing fencing for openings, failures, and ways to breach fencing.
- Remove valuable tools, supplies, and equipment. Conex's are not secure and are broken into constantly.
- Place padlocks on doors, Conex's, storage, offices, and access areas.
- Secure or remove high value inventory and materials such as copper, stainless steel, and architectural materials.
- Secure materials on the ground, roofs, and elevated heights from shifting, toppling or blowing in weather conditions.
- Lock, secure, and remove keys from equipment, vehicles, and other mobile equipment. Consider removing batteries.
- Place equipment in down resting positions on flat ground and secure. Consider removing batteries.
- Remove or secure items that can be seen from the outside that may also encourage theft.
- Place appropriate signage such as area under surveillance, hazardous, no trespassing, and keep out.
- Cover and secure holes, trip hazards and fall hazards outside and inside the location.
- Check fire extinguishers, sprinklers, alarms, and ensure other emergency systems are inspected and operable.
- Secure public access areas, road plates, sidewalks, ADA ramps including securing areas that are closed to the public.
- Identify and post an emergency contact name and number.
- Identify or install selected lighting for indoor and outdoor areas and ensure all lighting is operating correctly.
- Take down, secure or remove ladders and other devices that provide access to elevations.
- Secure or remove aerial lifts and forklifts.
- Ensure fuels and other flammables are stored and secured properly or removed. Verify proper onsite containment.
- Identify any generators, pumps or other equipment that needs continuous running, fueling, and monitoring.
- Secure or block stairs, scaffolding, elevators and other access points to elevations or inside structures.
- Secure traffic control devices and signs. Use extra weight on traffic cones, sign stands, delineators and other devices.
- Place equipment or eco blocks in front of Conex's, containers or other storage areas.
- Inspect and reinforce erosion BMP's for any possible severe weather conditions.
- Identify a CESCL to make periodic erosion control inspections during shut down.
- Identify any needed drive-by safety and security inspections. Use a service or employee of the company.
- Identify any need for a monitored security camera or web-based security device.