

## 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.			
$\square$ Schedule meetings and drills to ensure essential onsite staff knows roles and responsibilities.			
☐ Detail communication procedures for employees, suppliers, vendors, contractors, and clients.			
<b>Building Systems and Maintenance</b>			
☐ 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.			
$\hfill\square$ 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.			
$\hfill\Box$ 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.			
<b>Building Fire &amp; Security</b>			
$\hfill\square$ 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.			
$\hfill \square$ Make sure the building remains weather (wind, water, and cold air) tight.			
$\square$ Inspect roofs and flashing to ensure they are secured properly.			
$\hfill\Box$ 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.			
$\square$ 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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