

CHECKLIST | SHUTTING DOWN CONSTRUCTION SITES FOR CORONAVIRUS

As a result of the coronavirus (COVID-19) outbreak, many construction firms have had to cease operations to protect the health and safety of their employees and the public. However, there's a lot to consider when putting construction jobs on hold, as losses related to inclement weather, burglaries and public safety can impact your job site during prolonged closures. To secure your construction site for a shutdown and avoid potential claims, consider the following strategies.

Housekeeping	YES	NO
Walkways and pathways are clear and free of debris and other obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Dumpsters, skips and other trash receptacles are emptied and secured.	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords, hoses and leads are coiled up and off the ground or removed from the job site.	<input type="checkbox"/>	<input type="checkbox"/>
Loose materials that could blow away, like cardboard and plastic, are removed from the job site or secured properly.	<input type="checkbox"/>	<input type="checkbox"/>
Guardrails and netting systems are secured.	<input type="checkbox"/>	<input type="checkbox"/>
Temporary structures are stable and secure.	<input type="checkbox"/>	<input type="checkbox"/>
Water taps are closed and heat tracing is in place on piping to prevent freezing, if necessary. Flow alarms are installed as needed.	<input type="checkbox"/>	<input type="checkbox"/>
Areas where work involves hazardous waste and contaminants are isolated and secured from the elements and the public.	<input type="checkbox"/>	<input type="checkbox"/>

Equipment	YES	NO
Equipment is locked in secured buildings or containers or removed from the job site.	<input type="checkbox"/>	<input type="checkbox"/>
Machinery is removed from the site, if possible. If this is not feasible, heavy equipment are isolated and shut down per the manufacturer's recommendations. Keys for equipment are removed and stored in a secured location.	<input type="checkbox"/>	<input type="checkbox"/>
Masts, booms and other elevated equipment are lowered.	<input type="checkbox"/>	<input type="checkbox"/>
Hoists and elevators are maintained and operational in case they need to be used by local authorities in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>
Elevator shaft protections are in place.	<input type="checkbox"/>	<input type="checkbox"/>

Scaffolding	YES	NO
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Scaffolding is inspected and secured.	<input type="checkbox"/>	<input type="checkbox"/>
Unfixed ladders are removed or secured.	<input type="checkbox"/>	<input type="checkbox"/>
Incomplete scaffolding is finished or blocked off.	<input type="checkbox"/>	<input type="checkbox"/>
Scaffold platforms are clean and free of materials, tools and loose debris.	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds are inspected periodically, particularly after windstorms and other severe weather events.	<input type="checkbox"/>	<input type="checkbox"/>

Superstructures and Civil Works	YES	NO
Formwork and re-shores are removed. If re-shores can't be removed, they are inspected periodically.	<input type="checkbox"/>	<input type="checkbox"/>
Perimeter re-shores are tied back.	<input type="checkbox"/>	<input type="checkbox"/>
All metal decking is secured. Steel components are secured by a minimum of two bolts per connection.	<input type="checkbox"/>	<input type="checkbox"/>
Working decks are cleaned.	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and materials are secured and kept away from exterior and interior building edges.	<input type="checkbox"/>	<input type="checkbox"/>
Excavations are backfilled or covered where possible. Hole covers are in place, secured and labeled properly.	<input type="checkbox"/>	<input type="checkbox"/>
Sloping and benching are used to prevent excavation erosion.	<input type="checkbox"/>	<input type="checkbox"/>
In terms of excavations, cave-in prevention equipment is inspected regularly.	<input type="checkbox"/>	<input type="checkbox"/>
Exposed utilities are protected and labeled, and utility companies are notified of the progress of your work as needed.	<input type="checkbox"/>	<input type="checkbox"/>

Fire Prevention	YES	NO
Entrances and exits are free of obstructions, and emergency personnel can quickly access the job site if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Oxygen and fuel are separated and stored in secured facilities. Caps are in place and valves are closed.	<input type="checkbox"/>	<input type="checkbox"/>
Sources of heat, like portable heaters and cords, are removed or isolated.	<input type="checkbox"/>	<input type="checkbox"/>

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Flammable liquids are secured in the proper storage cabinets.	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrants are easily accessible in the event of a fire.	<input type="checkbox"/>	<input type="checkbox"/>
No hot work was completed in the last 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>

Security	YES	NO
Computers, tools, equipment and other valuables are kept out of sight and in secure locations.	<input type="checkbox"/>	<input type="checkbox"/>
Nonessential utilities are turned off.	<input type="checkbox"/>	<input type="checkbox"/>
Public sidewalks are clear of ice, snow, grease, debris and other tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control signage and similar protections remains on-site unless otherwise directed by local authorities.	<input type="checkbox"/>	<input type="checkbox"/>
Temporary lighting is in place and is kept on.	<input type="checkbox"/>	<input type="checkbox"/>
Security cameras or patrols are in place, particularly in high-risk areas.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency and after-hours signage are displayed in a conspicuous place.	<input type="checkbox"/>	<input type="checkbox"/>
All entrances and exits are inspected, well-lit, secured and clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Local authorities are notified that your job site will be inactive.	<input type="checkbox"/>	<input type="checkbox"/>

Documentation and Communication	YES	NO
Photographs are taken of the job site to document the progress of the job before the stoppage began.	<input type="checkbox"/>	<input type="checkbox"/>
Employees are informed on how long the job site closure may last.	<input type="checkbox"/>	<input type="checkbox"/>
The project owners are notified of the closure.	<input type="checkbox"/>	<input type="checkbox"/>
Contractual obligations, timelines and insurance policies are reviewed to avoid liability concerns.	<input type="checkbox"/>	<input type="checkbox"/>
Expenses related to the shutdown are documented, and those responsible for them (e.g., project owner or construction firm) are aware.	<input type="checkbox"/>	<input type="checkbox"/>