

Recommended Practices for Securing Project Sites and Buildings

Operations

- Backup computer files and gather all files and documents that you may need to be able to work from home. Critical and confidential documents should be removed from job trailers before closing.
- Confirm written 'Contact List' and call chain of all partners Principals, Project Managers, and Foremen.
- Store equipment safely in accordance with manufacturer's recommendations. Ensure cranes are stored in accordance with manufacturer's guidelines. Ensure the crane will be monitored / maintained during the shut-down.
- To the maximum extent possible, secure materials, tools and equipment. Remove any light-weight materials susceptible to becoming wind-borne or tie them down or ballast them. Secure all scaffolding, netting and temporary walkways.
- Ensure that fuels are removed from the building and stored appropriately.
- Disconnect temporary heaters if appropriate.
- Inspect the building focusing on potential for water intrusion which could impact finishes. To the extent possible, "button up" the building to prevent rain from entering.
- Confirm plan to maintain proper shoring of excavations.
- Confirm plan to maintain all essential utilities including: gas, water and electricity. Turn off and disconnect all non-essential utilities.
- Remove volatile gases and liquids.
- Ensure public areas and exit pathways are clear and clean.
- Secure all scaffolding systems and temporary walkways.
- Confirm adjoining property protection.
- Double Check all guardrails, edge protection systems and floor and shaft opening protection.
- Procure detailed documentation of both the building interior and exterior prior to closing the project.
- Identify needed on-site project staffing for safety, security and critical maintenance.
- Verify all inventory of all stored materials. Provide insurance coverage verification for the on-site stored materials.
- Any high valued materials such as copper pipe should be securely stored at the site or removed to a secured storage facility as needed.
- Monitor/control humidity in the construction area where mold could potentially grow.
- Properly maintain site erosion control
- Take video/photos of entire site before closing/shutting site down.

Safety / Security

- Inspect signage around fence. Install No Trespassing signage in visible areas around the perimeter of the project.
- Conduct a full inspection of the perimeter construction fence to ensure that it is in good condition with no openings or gaps. Have a plan for maintenance of fencing and public walkways along fence line during shutdown.
- Secure access to scaffold stairs.
- Remove all temporary access ladders
- Inspect the inside and outside of the building for potential safety hazards, i.e. loose guardrails, edge/shaft protection, housekeeping, stairs, etc. Correct any deficiencies before closing the project.
- Protect, cover or fill in any open trenches or excavation that are not needed.
- Plan for how the building will remain illuminated at night. If possible, have the lights remain on at all times or set on a timer. Ensure that exterior lighting around the project field office remains on at night.
- Identify any additional security needs for the project
 - Fencing
 - Cameras
 - Security Personnel

Risk

- Maintain fire detection systems and fire suppression systems as applicable.
- Notify the local police and fire departments that the project will be closed and request that it be included on more frequent patrols.
- Coordinate notices.
- Verify Builders Risk Coverage will remain in place during the project shutdown.
- If it is expected, for any reason, subcontractors will come back on-site during the shutdown, the subcontractor insurance coverage must be confirmed prior to entering the site.
- Verify appropriate heat and water precautions are addressed to avoid frozen pipes.
- Adjust badging / access control to ensure those authorized to be on site are the only representatives to have access.
- Coordinate fire watch (wood frame construction, etc.) as applicable.

Vendors

- Notify existing lease / rental contracts (e.g. equipment rental, trailers, surveillance equipment, dumpsters, etc.)

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