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Property shutdown checklist

The following document is intended for temporary facility shutdowns, not a prolonged vacancy or closure. This list is not all inclusive, and there may be additional industry or site-specific considerations.

|  | Acceptable | Needs attention |
| --- | --- | --- |
| General |
| Notify your Account Executive at Lockton about the shutdown — reason, estimated length of time, insurance coverage considerations, etc. |  |  |
| Consult your business continuity plan for location-specific considerations and procedures. |  |  |
| If any cleaning/sanitizing is needed, contact a local restoration/clean-up firm. |  |  |
| Shut down noncritical equipment. Gas and electricity may be needed for proper temperature control. |  |  |
| Review closed-circuit camera coverage, determine if remote access to video feeds are available. |  |  |
| Make provisions to notify and arrange for delivery and postal services. |  |  |
| Inspect personal and shared refrigerators and vending machines for food items that will spoil. |  |  |
| Inspect/test sump pumps. |  |  |
| Inspect roofs for loose equipment, clear drains and gutters. Following severe weather, inspect the building and roof for damage. |  |  |
| Remove combustible items away from the exterior of the building, e.g., idle pallets. |  |  |
| Determine effective means to communicate with employees, to provide updates, and instructions on when to return. |  |  |
| If employees will be allowed to access the building, communicate under what circumstances, approval requirements, entry doors, times, removing company property (physical or electronic media), etc. |  |  |
| Security |
| Determine whether contracted security is warranted and the extent — continuous on-site, night patrol, drive-by, checking all exterior doors, etc. |  |  |
| Additional physical security measures — fencing, lighting, etc. |  |  |
| Notify local police about the temporary shutdown, and ask for more frequent patrols of the area. |  |  |
| Designate an employee to conduct daily tours (inside and outside) to check for signs of burglary, theft, broken windows, temperature control, animals/pests, water leaks. Maintain property – cut grass, remove broken tree limbs, plow parking lot, shovel sidewalks, etc. |  |  |
| Test central station alarm systems (fire and burglar), verify the emergency contact names/phone numbers are up to date. |  |  |
| Remove or secure outdoor items that could be stolen or be susceptible to malicious mischief. |  |  |

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| --- | --- | --- |
| Fire protection |
| Maintain fire sprinkler systems, including the inspection, testing and maintenance schedule. |  |  |
| During winter weather, ensure adequate heat to prevent freezing (at least 40°F). |  |  |
| Check air pressure on dry pipe systems. |  |  |
| Verify sufficient fuel levels for diesel fire pump and emergency generator. |  |  |
| Consider closing fire doors. |  |  |
| Resuming operations |
| Notify your Account Executive at Lockton about plans to resume operations. |  |  |
| Have maintenance personnel or trade contractors restore any gas-fired equipment, determine if electrical systems are operational, start-up equipment, etc. |  |  |
| Conduct a debrief of your business continuity plan and make any necessary updates/changes. |  |  |

Notes: