|  |  |  |  |
| --- | --- | --- | --- |
| **1** |[ ]  **Insurance and Legal**Check with insurance broker for conditions clauses and notification provisions in Builders Risk policies.  These policies need to remain in-force, but they can be subject to notification provisions and job site security / protective safeguard provisions.  If it was an Owner placed policy, secure a copy and confirm coverage remains in-force. |  |  |
| **2** |[ ]  Liability insurance must be maintained by the GC and Subcontractors - especially if any sub is required to return to the site. |  |  |
| **3** |[ ]  All photos, project documentation, weather reports (during shutdown) and data on site activity during shutdown should be carefully stored to prepare for any future claims process. |  |  |
| **4** |[ ]  Monitor permits, rentals, or leases which may expire during shut down. |  |  |
| **5** |[ ]  For any completed portions of a project and/or where partial occupancy has been established, the CM/GC should consider an indemnification agreement with the owner and/or attempt to secure a certificate of occupancy. |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** |[ ]  **Safety, Site Security, Building & Materials – “Make Safe”****and Secure the Jobsite**Prepare a shutdown memo and document the steps taken to close the location and protect the jobsite during the work suspension.  This memo should be shared with the Owner/GC with a request for acknowledgement that all appropriate measures to suspend the work and protect the jobsite have been done. |  |  |
| **2** |[ ]  Inspect signage around fencing.  Install No Trespassing signage in visible areas around the perimeter of the project. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** |[ ]  Secure all job site equipment in accordance with manufacturer recommendations.  Store and lock all equipment keys in a secure area. |  |  |
| **4** |[ ]  If allowed, hire 24 hour security to remain at the jobsite for monitoring.  The project owner should be responsible for this service. |  |  |
| **5** |[ ]  Maintain 24/7 jobsite illumination |  |  |
| **6** |[ ]  Wherever possible, install jobsite cameras, and identify who is responsible to monitor footage and if the footage needs to be separately maintained. |  |  |
| **7** |[ ]  Ensure that all active scopes that present a hazard are temporarily made safe.  Such activities include excavation work being stored properly, guard rails and fall protection being installed, cranes protected by 8 - 16’ sheathing around tower cranes to eliminate access, and utility work being protected. |  |  |
| **8** |[ ]  Maintain and secure all floor and shaft opening protection, scaffolding, debris netting, cocoon systems, sidewalks sheds, temporary walkways, and guardrails |  |  |
| **9** |[ ]  Remove stored fuels, volatile gases, and liquids including oxygen and acetylene bottles |  |  |
| **10** |[ ]  Secure and maintain all fire detection and fire suppression systems |  |  |
| **11** |[ ]  Check and secure all heat, water, utilities, power - in appropriate status.  Make sure required utilities are purged and turned off where required. |  |  |
|  |  |  |  |  |
|  |[ ]  **Administrative**Establish an emergency contact list and distribute to project teams, subs, vendors, and Owner/GC.  Establish key Owner/GC emergency contacts and firms assigned to perform site monitoring. Distribute shutdown notification to Owner, GC, Subs, vendors, and local authorities. |  |  |
|  |[ ]  Assemble all files, documents, and computers that may be required to continue working remotely.  Critical and confidential documents should be removed from job trailers before closing the site and brought to the home office, including portable assets owned by your firm. |  |  |
|  |[ ]  Take detailed photos and video of the jobsite, any structures interior and exterior, and neighboring streets and walkways, prior to closing the project. Include photos/video of doors, fences, signage, interior and exterior of structures, site conditions, etc. Include a narration with any video recordings |  |  |
|  |[ ]  Document completed work.  Use photographs and video to provide extensive documentation of the status of the project at the time work was suspended.  Photographs and videos should be carefully dated, labeled, and archived. |  |  |
|  |[ ]  Verify all inventory of on-site stored materials.  Include a detailed inventory of subcontractor stored materials.  The Supt/PM and subcontractors should sign off on all identified materials that will remain on site.  Subcontractors should provide insurance coverage verification for the materials stored onsite. |  |  |
|  |[ ]  Direct subcontractors to remove personally owned tools or have them stored in a secure location.  All portable equipment, owned, leader or rented should be removed from the site or stored in a secure location |  |  |
|  |[ ]  If jobsite access is prohibited, establish a secure storage facility nearby for materials that are in transit and require storage. |  |  |
|  |[ ]  Monitor shipments that are in transit so they can be accepted and stored in a secure location.  This includes all subcontractor ordered materials, and critical equipment/material items on order that will help avoid delay impacts when the project restarts. |  |  |
|  |[ ]  Cancel any on-going site service such as trash service, police and fire details, etc.  request more frequent monitoring of police and fire oversight of the site, where applicable. |  |  |
|  |[ ]  Document project status.  In addition to documenting physical completed work, it is also important to maintain documentation of project status from a contractual perspective.  Create and archive a current schedule documenting the status of all activities at the time of work suspension. Maintain cost reports showing the project financial status (cost incurred, payments requested, payments received, etc.) at the time of suspension.  Accurate and credible cost and schedule information will be critical items when negotiating extension of time and compensable delay when the project is re-started. |  |  |
|  |[ ]  Prepare a project plan for work that can be continued during shutdown (submittals, RFIs, buyout, logistics, planning, remobilization).  This should be signed off by the owner for approval (preferably written approval). Use the downtime to initiate a schedule impact analysis. |  |  |
|  |[ ]  Set up a job cost code to track all on-going expense items related to and during shutdown (*link to “Sample lists of impact costs*”) |  |  |
|  |[ ]  Separate change events could be:* Make safe / demobilization
* Emergency personnel, hoist / crane, trailer / field office, office equipment, utilities / power / water / lighting, wifi / phone / network, travel costs, cleaning costs, toilets, scaffolding / staging, rental equipment, site security, dumpsters, pest control, CMP / permit requirements, weather conditions, permit fees, or additional insurance costs
* Remobilization
* Re-procurement
* Schedule impact (expediting / resequencing / accelerating
 |  |  |