

Construction Project Shutdown checklist

| Administrative | |
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| Contact List & Shutdown Notice | Establish an emergency contact list and distribute to project team, subs, vendors and Project Owner. Establish Key GC emergency contacts and firms assigned to perform site monitoring. Distribute shutdown notification to Owner, Subs, vendors, local authorities. |
| Project Documentation | Assemble all files and documents that may be required to continue to working on 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. |
| Office Trailers | Lock all project trailers offices and work areas, including all units for subcontractors, vendors and the owner. |
| Photo Documentation | Take detailed photos and video of both the building interior and exterior prior to closing the project. Include photos/video of doors, fences, signage, interior building conditions, site conditions, etc. Include a narration with any video recordings. |
| Completed Work | 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. |
| Inventory stored materials | Verify all inventory of on-site stored materials. Include a detailed inventory of subcontractor stored materials. The Superintendent / 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. |
| Third party Tools | Direct subcontractors to remove personally owned tools or have them stored in a secure location. All portable equipment - owned leased or rented should be removed from the site or stored in a secure location. |
| Storage - Off site | If job-site access is prohibited, establish a secure storage facility nearby for materials that are in transit and require storage. |
| Current Shipments | 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. |
| Site Services | 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. |
| Project Status | 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 (costs incurred, payments requested, payments received, etc.) at the time of suspension. Accurate and credible cost and schedule information will be critical items when negotiating extensions of time and compensable delays when the project is re-started. |
| Work during shutdown | 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 Project Owner for approval (preferably written approval). Use the downtime to initiate a schedule impact analyses. |
| Work during shutdown | Set up a Job Cost Code to track all on-going expense items related to and during shutdown |
| Work during shutdown | Separate change events could be (1) Make Safe/Demobilization, (2) 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 (3) Remobilization, (4) Re-procurement or (5) Schedule impacts (Expediting/resequencing/accelerating). |

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Safety, Site Security, Building & Materials

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| Make Safe | Prior to shutdown: "make safe" and secure the jobsite. |
| Jobsite Checklist | Develop a jobsite "checklist" or shutdown memo and document the steps that were taken to close the location and protect the jobsite during the work suspension. This checklist should be shared with the Owner with a request for the owner to acknowledge that the CM took all the appropriate measures to suspend the work and protect |
| Fencing & Signage | <ul style="list-style-type: none"> 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 in-place to maintain the fencing and public walkways along fence line during the shutdown. |
| Portable Materials | Secure portable materials to avoid thefts - especially high value items, such as copper piping and leased/rented equipment. |
| Building materials | Safely store materials to protect them from the elements. Use caution when securing flammables, which can oftentimes be stored outdoors in lay down areas. |
| Envelope/Openings | Ensure that project openings, building envelop and other materials are sealed "tight" from weather exposures to avoid damage caused by weather. |
| Installed/Materials | Identify installed equipment or materials that are at risk to weather exposures. Some permanent equipment that was already installed may need to be relocated to ensure protection. |
| Leased Equipment | Secure all job site equipment in accordance with manufacturer recommendations. Store and lock all equipment keys in a secure area. |
| Security | If allowed, hire 24 hour security to remain at the jobsite for monitoring. The project owner should be responsible for this service. |
| Lighting | Maintain 24/7 jobsite illumination. |
| Cameras | Wherever possible, install job-site cameras, and identify who is responsible to monitor footage. |
| Active Scopes | Ensure that all active scopes that present a hazard are temporarily made safe. Such activities include excavation work being shored 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. |
| Edge Protection | Maintain and secure all floor and shaft opening protection, scaffolding, debris netting, cocoon systems, sidewalk sheds, temporary walkways, and guardrails. |
| Flammables | Remove stored fuels, volatile gases and liquids. |
| Systems | Secure and maintain all fire detection and fire suppression systems. |
| Utilities | Check and secure all heat, water, utilities, power - in appropriate status. Make sure required utilities are purged and turned off where required. |

Insurance & Legal

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| Builders risk | Check with Insurance Broker for conditions clauses & 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. |
| Liability & WC | Liability insurance must be maintained by the GC and Subcontractors - especially, if any sub is required to return to the site |
| Contracts | Review force Majeure provisions, excusable delay provisions, unforeseen conditions and material change clauses. Send notices to the owner in accordance with the terms and conditions outlined in the contract documents. |
| Claims | All photo's, project documentation, weather reports (during shutdown) and data on site activity during shutdown should be carefully stored to prepare for any future claims process. |
| Permits | Monitor Permits which may expire during shut down. |
| Partial occupancy | For any completed portions of a project and/or where partial occupancy has been established, the CM should consider an indemnification agreement with the owner and/or attempt to secure a certificate of occupancy. |