



| a Berkley Company

Disaster Planning for Shuttered Job Sites

At times due to unforeseen circumstances, the job may have to be put on hold for the safety of the employees. The following is a list of best practices to consider when closing down a job site.

Site Security



- Check perimeter fencing to insure it is intact
- Post signs with contact information of Super or PM so deliveries can be coordinated and you can be reached in an emergency
- Consider contacting local law enforcement and fire department to let them know project has been shut down for the foreseeable future
- Check job site daily and document inspections
- Secure scaffold access to prevent unauthorized access

Building Security



- If job site is equipped, make sure private lighting and surveillance cameras are operational and recording
- Secure building openings, doors, and windows and make sure roof openings are weather tight
- Secure materials to prevent damage from wind, water and additional weather elements
- If not required, temporary heat should be turned off
- If heat is required, (water, sprinkler system etc.) make sure heat is set to a minimum of 40°F and make sure heating system is properly fueled (propane, oil)
- If equipped, make sure sprinkler system is functioning (OS&Y valve open, system is charged wet or dry) and fire department connection is unobstructed
- Fire extinguishers are charged and accessible
- Before project is shuttered, have a licensed electrician check all temporary wiring and repair any noted deficiencies
- Flammables must be stored in FM or UL approved containers or cabinets, or removed from the site
- Cranes and lifts should be removed, or lowered and secured
- Scaffolding should be inspected for proper bracing
- Free standing concrete masonry unit (CMU) walls should be braced to prevent collapse
- Heavy equipment should be secured with keys removed, locked, and master switch turned off if equipped
- Secure or remove loose building materials such as hand tools

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