

Inland Marine:

Construction Project Shutdown Plan

CHUBB®



Project Shutdown Planning

Construction projects that need to be suspended for a prolonged period of time can create property damage exposure and pose a hazard to the public. In the event you close a construction site, we recommend you consider the following information in developing a plan specific to your circumstances:

Property Preservation Management

The focus of the construction project shutdown plan should be on property preservation and the protection of investments made in the project. The project site and any adjacent hazards and exposures should be included in the project shutdown plan as well.

Here are a few ways you can help ensure effective property preservation:

- Conduct a formal review of project schedule and project sequence by major construction operations for property preservation. Review site logistics, substructure, superstructure, building envelope, building systems and material storage.
- Require field supervisory personnel to evaluate property related exposures and protection requirements. Monitor property preservation controls at subcontract interfaces/project boundaries.
- Involve all parties (design and construction) in the process. Confirm subcontractor management controls and installation reviews of critical equipment/materials for property preservation.
- Identify weather sensitive equipment, materials and finishes with all subcontractors. Monitor compliance with vendor/manufacturer required storage and warranty requirements. Review work completion and exposure of work in progress to damage.
- Maintain security and access controls to project site. Review fire protection. Coordinate with local Emergency Response (police/fire) to establish communication protocol with local authorities.
- Conduct property preservation assessment (similar to safety walk) of project site.
- Focus on 'elimination' of property loss exposures. If it is not practical to eliminate exposures, implement and document 'control' of exposures until project activities can resume.

Construction Project Shutdown Preparedness Checklist

Chubb has developed the following preparedness checklist to assist you in planning your project shutdown. This checklist is intended as a guide to help you develop an effective plan for your specific circumstances. The overall goal is to preserve and protect the property and to shut down the project site in an orderly fashion, so that it is stabilized for an extended period of time. We also encourage you to include any additional functions particular to your specific project.

Security

- Evaluate site access points where potential theft and vandalism could occur.
- Prevent access to those areas so that no one but authorized personnel can enter.
- Secure the site, including the proper security of construction fencing, security cameras and signage.

Storage

- Review storage of materials associated with the project on and off the site.
- Manage material delivery changes and manufacturer specified storage requirements.
- Secure and protect stored materials.
- Relocate high value items to a protected location.

Fire Protection

- Review adequacy of fire protection on the site and coordinate with local fire department authorities for emergency site access.
- Remove waste/debris.
- Remove volatile gases and liquids.

Construction/Erection Exposures

- Review and stabilize any temporary structures or structural elements that are incomplete or partially erected (eg: support of excavation systems, falsework/formwork/shoring, temporary bracing of structural members).
- Complete all structural connections and terminate structural erection at stable points.
- Confirm with your project architects and engineers any incomplete or temporary connection requirements that would need to be addressed.

Water Damage

- Evaluate water damage exposures that may exist on the site, including work in progress or materials that might be damaged by water,
- Evaluate the condition of the building envelope (eg: roof terminations, flashing, temporary enclosures/coverings) and confirm that all doors and windows are secure and temporary protection is securely fastened in any openings.
- Confirm that all roof drains and gutters are clear and in good working order.

Flood

- Review the project site's exposure to risk of flood.
- Confirm that all drainage structures on site (e.g., catch basins, etc.) are clear and remove materials/debris that may clog drains.
- Review action plans to minimize damage and control flooding.

Emergency Procedures

- Review plans and controls to protect work in progress.
- Communicate formal emergency response procedures to all contractors and site personnel.
- Safely shut down all operating equipment and/or processes.

Rigging & Lifting/ Equipment

- Review, secure and stabilize equipment (eg: cranes, rigging/lifting equipment) in accordance with manufacturer recommendations.

Adjacent Hazards

- Review adjacent facilities and potential property exposures that may impact your project site.

Specific Issues Unique To Project	Designated Responsible Person	Estimated Completion Date	Confirmed Completion Date

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