

CFAES Building Closure / Shutdown Checklist

Facility / Building _____ Date _____

Facility Manager _____ Phone _____

GENERAL BEST PRACTICES

- Create and maintain a core group of staff to oversee shutdown process, and for emergency response.

- Inform local law enforcement and fire departments of closure plans, to provide notification for various emergencies and seek feedback.
- Walk and inspect building(s) for condition change or damage every two weeks, until possession change.

SITE SECURITY

- Limit site access to authorized personnel.
- Secure all potential entrance points including external doors, skylights, windows and fencing.
 - Check that all windows and doors to the outside are closed and locked.
- Designate one official entrance point for entire site or building.
- Confirm list of equipment which is required to maintain stable internal building conditions.
- Maintain exterior and interior surveillance camera systems.
- Maintain security and intrusion alarm systems, including relay to remote monitoring system.
- Inspect and close all perimeter fencing, gates and other openings as warranted.
- Monitor surrounding terrain and manage vegetation growth as needed.
- Post "No Trespassing" signage as needed.
- Maintain exterior lighting systems.
 - Provide adequate exterior lighting for site and all buildings.
 - Check dusk to dawn activation systems.
- Secure, lock or block all exterior ladders and roof access points.
- Review security program effectiveness and revise protocols as needed.

SITE, BUILDINGS, & EQUIPMENT

- Maintain housekeeping.
 - Remove trash and relocate movable items located outside of all buildings.
 - Empty trash dumpsters, balers, or compactors.
- Shut down non-critical utilities and process and support equipment per manufacturer guidelines.
- De-energize unneeded electrical circuits and shut off non-critical heat sources.
- Reinforce plan to keep critical utilities (i.e., electricity, natural gas and water) in service.
- Determine need for Internet-based building system control program.
- Confirm emergency power systems can support Internet-based building system control program.
- Implement a predictive and preventive maintenance program for remaining active equipment.
- Maintain building heat and cooling to prevent damage to process piping and fire sprinkler piping.
- Maintain idle equipment according to manufacturer's guidelines.
- Determine need for on-site emergency power generation; maintain as needed.
- Remove and/or minimize stored quantities of ignitable liquids on site.
- Remove all non-critical equipment and products in use and in storage from the site and buildings.
- Remove – if possible – items that may attract thieves (i.e., stock, raw material like copper, etc.).
- Turn off non-critical ignitable gases and purge equipment using these gases.
- Turn off and/or unplug all electrical appliances.
- Turn off all non-critical equipment that uses water (i.e., faucets, toilets, showers, etc.).
- Turn off and/or unplug all non-critical refrigeration systems; confirm adequate liquid drainage.
- Relocate refrigerated items to operational facilities.
- Confirm water leak detection systems are operational and turned on.
- Confirm all non-critical HVAC and kitchen equipment (including electricity and gas) is turned off.
- Manage contractor activities to minimize ignition sources (i.e., hot work, smoking, etc.).
- Create and monitor a natural hazard exposure (i.e., flood, earthquake, storms, etc.) alert system.
- Maintain emergency response plan for activation from a remote location.

WATER

- Check all drinking fountains, faucets, showers, and toilets for water leaks.
- Turn off any automatic flushing systems.
- Check water meters to verify there is not use (movement of the meter) due to water leaks.
- Turn off all water heaters that will not be needed.
- If possible, turn off or unplug drinking fountains containing individual refrigeration units.
- Look for clogged drains or sewer traps empty of water allowing sewer gas to enter.

LIGHTING

- Turn off all display-case lighting.
- Wherever possible, turn off all interior lights except exit/security lighting.
- Adjust internal lighting system activation to a random schedule.

HVAC

- Adjust HVAC system operating system to account for the building shutdown conditions.
- Heating Season: Set temperatures to 45-50 degrees in all parts of the building.
- Cooling Season: Set temperatures to 80-85 degrees in all parts of the building or just shut off AC system.
- Ensure that all HVAC equipment is set to "auto," not "on." If individual rooms have working HVAC controls, check each room.
- Adjust your HVAC timers according to required schedules; review building automation system to ensure that schedules are updated for unoccupied period.
- Ensure that nothing is stacked on supplies or returns.
- Cooling Season: Lower and close all blinds to prevent solar heat gain.
- Heating Season: Open blinds to allow for warming (unless this creates a security issue).
- Turn off all automatic and manual exhaust fans.
- Review the need for building ventilation and shut down all unnecessary ventilation fans.

ELECTRICITY

- Check to make sure that all unnecessary electrical appliances are turned off and unplugged. This includes copiers, computers, printers, televisions, fax machines, radios, water coolers, sound systems and task lighting.
- Unplug vending machines (be sure to inform the vendor).
- Check computer rooms. Turn off and unplug computers, monitors, speakers, projectors and printers.
- Turn off intercom and conference room systems.

KITCHENS

- Confirm that all kitchen equipment, both gas and electric, is turned off.
- Consolidate items from multiple refrigerators into one and clean out, open and unplug others.
- Coolers not in use should be turned off.
- Turn off electric water heaters at circuit box.
- Turn off any hot water boosters for kitchen dishwashers.
- Turn off domestic hot water circulating pumps, if feasible.

WORKSHOPS / MAINTENANCE AREAS

- Check to see that all compressors used in facilities or shops are turned off.
- Secure and/or remove unneeded tools, equipment, or other assets.
- Remove existing chemicals: flammables, paints, spray cans, pesticides, etc... and dispose of properly.

FIRE PROTECTION

- Keep all fire protection, suppression, and detection systems in full service.
- Report system impairments as directed by client management protocols.
- Avoid hot work activity within areas with impaired fire protection or suppression systems.
- Maintain internal building conditions (temperature) for normal fire protection system functions.
- Provide adequate electrical power for normal fire protection system functions.
- Confirm dry sprinkler system air compressors are active and supply air is maintained.
- Keep fire protection system control valves locked in the open position, unless directed otherwise.
- Keep normal fire protection, suppression, and detection system program in place.
- Visually inspect fire protection system control valves and riser devices.
- Churn (no flow) test fire pumps.
- Maintain fire alarm device and system inspection and testing program.
- Conduct fire pump performance (full flow) test.
- Keep all jockey and fire pumps in the automatic start mode.
- Visually inspect all fire pump related equipment, fill fuel tanks and repair devices.
- Inspect domestic and fire water storage tanks, confirm water level and temperature.
- Inspect manual fire-fighting equipment (fire hoses, extinguishers).
- Inspect and test fire doors, close doors and remove blockages; repair as needed.
- Inspect fire wall conditions and minor openings; repair as needed.