SAFE JOBSITE
SHUT DOWN CHECKLIST

Jobsite Name: __________________________________________
Location: _______________________________________________
Conducted By: ___________________________________________

Date/Time: _____________________________________________

**Jobsite Documentation** (X or N/A)
_____ Photographs and videos
_____ Status of construction schedule

**Jobsite Shut Down Considerations**
_____ Remove critical project documents and valuables to secure location
_____ Instruct delivery services for rerouting or holding deliveries
_____ Advise local authorities of site closure
_____ Prevent site access from authorized personnel
_____ Maintain construction fencing and postings
_____ Safely store and maintain equipment
_____ Site security services
_____ Security lighting and cameras
_____ Web-enabled cameras

**Material Storage**
_____ Review contract and manufacturer recommendations for proper storage
_____ Temperature, humidity, moisture, UVexposure, oxidation
_____ Flammable and hazardous materials
_____ Remove any volatile gases and liquids
_____ Ballast light-weight materials
_____ Preventative maintenance
SAFE JOBSITE SHUT DOWN CHECKLIST, CONT.

Temporary Protection

______ Exposed Elements of the Work
______ Tower Cranes
______ Weathervaning

Mothballing

______ Check all guardrails, floor and shaft opening protection, hole covers, edge protection systems (netting, cocoon systems), temporary protective measures
______ Maintain and secure all scaffolding, debris netting, sidewalk sheds and temporary walkways
______ Maintain all adjoining property protection
______ Eliminate tripping hazards, fall hazards
______ Unplug and roll up electrical cords
______ Secure all tools
______ Provide subcontractors opportunity to remove personal tools
______ Close and lock doors, windows, gates
______ Check site fencing
______ Lock all mechanical, electrical, telecom, elevator equipment rooms
______ Lock out all electrical equipment
______ Lock all storage containers and trailers
______ Barrier or cover all excavations. Ensure proper shoring of excavated sites or backfill
______ Secure all scaffolding and remove any materials stored on scaffold
______ Block access to scaffolding, ladders, elevated floors
______ Drain down all water systems if freeze / burst potential
______ Rebar caps on exposed rebar
______ Ensure roof and floor drains are clear. Prime drains as needed.
______ Remove all trash and debris, eliminate any standing water
______ Activate any available life safety systems
______ Ensure positive drainage away from building
______ Replace filters on HVAC system
______ Ensure open ends of ductwork are sealed
______ Ensure public walkways are clear and clean