

Premises Shutdown

Checklist

Facility/Area:		Date:	
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Category	OK?		Comments
	Yes	No	
Building Security			
Access Control: All doors and access points to the facility and site should be locked and regularly checked			
Security good practice should be applied to deter and deny entry			
Burglar Alarms - if in place - need to be activated and alarm transmission guaranteed			
Please remove all external combustible material (incl. rubbish containers) from any building walls and ensure that arson is avoided			
Cars on the premises should be parked at least 10m away from the buildings			
Please ensure that all buildings are wind and water tight			
Please make sure the Fire Department is aware of the shutdown			
Please also close all fire doors			
Security: Walk-throughs should be conducted on a regular basis (if still possible)			
Fire Detection and Protection - keep in service			
Heating to ensure that systems are not exposed to freezing (minimum 5°C)			
Dry sprinkler system - air pressure monitoring needed			
Ensure sprinkler pumps are in service			
Fire alarm transmission for smoke detection or sprinkler activation operational			
Supervisory alarm transmission (Pump Failure, Water Supply Low Pressure, Common Fault, etc.) operational			
Alarms signal to a constantly attended location			
Longer Shutdowns			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue if possible			

Category	OK?		Comments
	Yes	No	
Utility Supply Systems – Proper Shutdown			
Gas should be isolated (unless essential for maintaining heating)			
Electricity should be isolated unless essential for maintaining heating, fire and/or security protection			
Water piping systems should be drained down, if longer shutdowns are expected – decision as per individual situation			
Heating -ensure there is no possibility of freezing			
Machinery and Equipment			
Proper shutdown should be undertaken to ensure machinery etc. is not damaged			
The maintenance and testing of machinery and equipment systems applies, if still possible. The risk of damage to equipment should be minimised			
Proper start-up procedures are required to recommission the facility			
Lighting/CCTV			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue if possible			
Cameras (outside/inside) should be in operation with real time live monitoring conducted, if possible.			

Note:

- **For all Hot Work involving heat or spark generating equipment (cutting, welding or drilling), please refer to the Chubb Hot Work Permit & Procedures**
- **For impairment or isolation of fire protection systems, please refer to the Chubb Fire Protection Impairment Form**

Both forms are available for download on the [Chubb Risk Engineering Resource Centre](#).

Completed by:		Date:	
Reviewed by:		Date:	

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More information can be found at www.chubb.com/au.

Contact Us

Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687

Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000
O +61 2 9335 3200
F +61 2 9335 3411
www.chubb.com/au

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