

# Temporarily idle sites checklist

## Risk Control checklist for temporarily site closures

March 27th 2020

Because of local authority actions to limit the spread of Covid-19 large areas, regions or even complete countries will go in a temporarily lockdown. Furthermore, it could also be possible that your supply chain has come to a standstill what may require your company to lockdown locations temporarily. This checklist provides minimum guidance and insight on risk control topic's that should be addressed during a temporarily site closure.

Note: If you already have a procedure for the summer or Christmas shutdown this procedure should also be used to shut down and restart your facility.

### Location is:

☐ Fully Idle / ☐ Partly Idle / ☐ other (explain) .....

Note: The N (No) tick box field requires an additional comment or action

	Y	N	Comment / Required Action
<b>Authorities</b>			
Are local authorities, fire brigade and/or police informed about site closure			
Are all legal requirements regarding site closure followed up			
Does the fire brigade have a site access, or do they have a (not sick) company contact(s) for emergency situations			
Are (potential) building and/or boiler and machinery code inspection overdues addressed immediately or agreed with AHJ;			
Has a person been appointed to be a liaison with law, security and fire officials			
<b>Insurances</b>			
Has your (company) insurance contact or your Aon contact been informed on the plans of the site closure			
<b>Security</b>			
Is the site still guarded or is there an alternative solution agreed to assure a sufficient security level			
Can CCTV pictures still be monitored by security guard or remotely			

### Contact information

For further information or question, please contact your local Aon Account Manager or Aon Account Engineer.



	Y	N	Comment / Required Action
Are the electronic intruder alarm systems in service and has the private alarm station been informed that the site is not/limited manned?			
Are the site emergency contacts details been communicated to the private alarm station. Review the contact list regularly to assure that there are no sick employees on the list.			
Has the security firm and private alarm center confirmed that they have an effective business continuity plan to guarantee their service during the Corona lockdown period			
Are all access card readers of employee who don't need access to the location deactivated			
Is the exterior lighting switched on during night and is that checked regularly			
Is the internal lighting switch-off where possible			
Are all gates, doors and all windows closed and locked. Make sure fence is in good condition and check this regularly			
Are ladders, external stairways and fire escapes allowing access to roof being secured or removed			
Is the key registration system still maintained and does only authorized persons have access to the temporarily idle buildings			
Are confidential and important documents stored safely and are company critical (IT) systems secured/locked and free of combustible materials			
If the site is not manned 24/7, fenced or provided with an automatic burglary alarm system, has an alternative measure been considered like e.g. a rented mobile / temporarily CCTV system			
<b>Fire safety</b>			
Have you conducted, prior to the site closure, a closing round with at least 2 employees to switch off systems and electrical appliances			
Are the automatic sprinkler system, other automatic fire extinguishing systems, fire detection system or fire doors still in service			
Are heat & smoke roof vents or ventilation vents closed or provided with tested rain detectors			
Are the periodical inspection, testing and maintenance arrangements of the automatic sprinkler system still followed up, if this is not the case, please inform your (company) insurance contact or Aon contact.			
Is your sprinkler contractor still available for emergency situations like water leakages			
Are security personnel informed on where utility shutoffs are for sprinkler systems and potable water to mitigate water losses in the event of an accidental leak			
Are diesel tanks for the (sprinkler) water supply pump(s) and emergency generators full			
Are fire doors closed or if fire doors must be kept open, have you tested whether these doors can be fully closed			
Have you checked physically whether sprinkler valves are secured in fully open position			



	Y	N	Comment / Required Action
Have you checked whether fire alarm systems work as required and that fire and technical alarms are transmitted to the right locations (not to the unmanned reception desk, or a sick employee but to a security or private alarm center or fire brigade)			
Is the availability of your emergency response team members checked regularly and are the emergency response plans and crisis teams updated with regard to sick team members			
Have you checked whether underground yard hydrants are not covered / blocked by outdoor storage or parked trucks and that hydrant main section valves are in open position?			
Have you checked that the water supplies for the fire brigade remain fully operational and accessible?			
Have you notified the remote fire alarm response station that the building is temporarily unoccupied? Does the alarm station have the number of an on duty central company contact or the fire brigade to contact if required?			
Is the procedure for the impairment of main automatic fire extinguishing systems still in force, e.g. in the event of an unplanned or planned maintenance			
Are all hand fire extinguishers and hose reels good visible and freely accessible			
Are combustible materials removed from the yard area, e.g. idle pallets, waste and other disused combustible materials			
Are combustible materials such as waste, flammable liquids, and other non-essential combustible contents removed within the temporarily idle building to the extent practical.			
Are outdoor stored gas cylinders or drums with combustible liquids fenced and locked (e.g. with padlock)			
Are all outdoor metal (waste) containers closed and locked or at safe distance from main buildings. Plastic containers should be located at least 10 m / 33 ft from main buildings. In case additional combustibles will be stored inside, make sure that the storage does not exceed the sprinkler design criteria. In case of doubt, contact your sprinkler contractor or (company) insurance contact or your Aon contact			
Are tanks and pipe work that will temporarily not containing flammable liquids or gases drained and purged to reduce the fire or explosion hazard from residual vapors? Are trucks parked at least 10 m / 33 ft from main building facades?			
<b>Utilities and other (small) appliances</b>			
Are emergency generators standby and have they been tested recently			
Are temperatures of temperature-controlled rooms, like cold stores checked remotely or during daily inspection rounds			
Are all building heaters free of combustible materials (minimum 2 m / 6,5 ft)?			
Have you disconnected all battery charging systems? For those systems that cannot be disconnected, have you checked whether all de-central battery charging units are free of combustible materials in a 2 m / 6,5 ft radius and no combustible storage above			

	Y	N	Comment / Required Action
Are small mobile heaters switched off, unless they are really needed and used safely?			
Ventilators, or filter systems that are not in use anymore, checked whether they can be switched off			
Have you checked the freezing risk? For areas with a freezing risk, keep heating systems in operation to prevent freezing of essential water systems, like sprinkler systems and drain water systems, like tanks and pipes, to prevent freezing, except those which are required for fire prevention.			
Have you closed water valves to small appliances or disconnected e.g. coffee machines or include such appliances in a daily check round?			
Are all kitchen cooking appliances, like toasters, deep fat fryers, etc. switched off			
<b>Maintenance</b>			
In case the temporarily shut down period will be used for maintenance or projects, are all basic safe management procedures followed up?			
Is there a written hot work permit in force for all construction, demolishing and maintenance works which require cutting, grinding, welding, etc.?			
Have you checked whether technical alarms are transmitted to the right locations/ persons (not to the unmanned reception or a sick employee)			

**Overall condition of the facility, security and fire protection systems:**

**Items that require immediately action:**

**Action by:**

Property / location name	
Street address	
(zip code) City, State	
Date	
Inspected by	
Job function	
Email address / phone nr	
Owner/management informed	<names>

For further questions, information or comments or suggestions for improvements to this idle sites minimum requirements checklist, please contact your local Aon Account Manager or Aon Account Engineer.

Stay safe and healthy!

Disclaimer: Disclaimer: The implementation of the provided recommendations does have a positive effect on the general risk profile and contributes to reducing the risk of a fire and will possibly reduce the impact of a fire incident as far as possible. Aon Risk Solutions (Property & Risk Control) risk control surveys, reports and prevention recommendations are purely advisory and with the aim of helping clients and policyholders with risk management and safety procedures whereby it is not possible to fully map all fire-related risks.