

# Idle Facilities: Managing Impacts of COVID-19

COVID-19 is an unprecedented event creating social and economic challenges that are impacting nearly every industry. Social distancing has led to the curtailment of operations, reduction in active staff, or the full idling of many businesses. Idle facilities are prone to losses and other exposures, including vandalism, arson, theft, vagrancy, freeze-ups, and more.

## Checklist for managing the challenges of idle facilities

There are basic solutions for idle plants, such as keeping fire protection and life safety systems in service or maintaining building temperatures above 40°F in all areas to guard against freezing of water supply, fire sprinklers or process piping. Extra security rounds might be needed depending on industry type. Our extensive Idle Facilities Checklist, which is provided at the end of this Alert, can be used to help manage your properties.

In addition, Aon's team of Property Risk Control consultants is available to support our clients during this time and will be able to provide guidance and support for how the checklist can be adapted to meet your specific needs. It is noteworthy that this checklist is available as a mobile app, which captures the same data along with photos, with reports generated and sent from your mobile device. Please feel free to reach out to your Property Risk Control consultant or a leadership team member to guide you through your potential property exposures while your operations may be shut down or curtailed due to COVID-19.

## Meeting the Challenge – The Aon Approach

Aon provides property risk control and engineering services globally, offering our clients access to a team of more than 500 qualified professionals, who average over 15 years of relevant experience. All our recognized industry thought leaders collaborate effectively to meet the specific needs of each of our clients, leveraging proven and globally consistent processes and protocols.

Aon assigns a lead consultant to each client engagement, who deploys and oversees all relevant Aon resources to deliver a strategy built around the client's specific value, growth, profitability and continuity objectives.

Our track record spans all industries and geographies, and our impact on cost of risk for many clients can be measured millions of dollars in direct and indirect savings, as well as improved insurance terms and conditions. Furthermore, clients often benefit from reduced costs of engineering solutions implemented with the support of Authorities Having Jurisdiction, ensuring compliance with building codes around the world.

## About Aon

Aon is a leading global professional services firm providing a broad range of risk, retirement and health solutions. Our 50,000 colleagues in 120 countries empower results for clients by using proprietary data and analytics to deliver insights that reduce volatility and improve performance.

## We're here to empower results

Contact an Aon Property Risk Control expert for more information on how we can help address your risk control and asset protection needs.

**Mike Panfil**  
Managing Director  
Aon Property Risk Control  
1.312.381.3970  
mike.panfil@aon.com

**Jeff Borre**  
Managing Director  
Aon Property Risk Control  
1.630.406.9221  
jeff.borre@aon.com

**Roland Laury**  
Director  
Aon Property Risk Control  
1.314.719.5120  
roland.laury@aon.com

**Anne Parkin**  
Director  
Aon Property Risk Control  
1.248.936.5216  
anne.parkin@aon.com

**aon.com**

*Disclaimer: This document has been provided as an informational resource for Aon clients and business partners. It is intended to provide general guidance on potential exposures, and is not intended to provide medical advice or address medical concerns or specific risk circumstances. Due to the dynamic nature of infectious diseases, Aon cannot be held liable for the guidance provided. We strongly encourage visitors to seek additional safety, medical and epidemiologic information from credible sources such as the Centers for Disease Control and Prevention and World Health Organization. As regards insurance coverage questions, whether coverage applies or a policy will respond to any risk or circumstance is subject to the specific terms and conditions of the insurance policies and contracts at issue and underwriter determinations.*

## Property Risk Control Precautions for Idle Facilities Checklist

(Page 1 of 2)

Facilities that will be idled temporarily still require many of the property loss protection measures as if they were functioning under normal conditions. Even during periods of downtime, it is imperative to continue the maintenance of your critical equipment, fire protection/alarm systems, surveillance and backup power supplies to safeguard against any existing or new fire loss exposures that may develop. Maintaining all these systems also will help ensure that you are fully prepared when your facility resumes operation.

General	
<input type="checkbox"/>	All entrances should be checked periodically to assure that locks, hinges, frames, doors and windows are in good repair. This should include skylights, roof hatches, fences and gates. Attention should be paid to openings leading to areas having large quantities of combustibles.
<input type="checkbox"/>	If former employees have had access to keys to any entrances or sprinkler control valves, the locks should be rekeyed.
<input type="checkbox"/>	Deactivate employee card readers to provide access to the site for all employees who have been laid off or furloughed.
<input type="checkbox"/>	Check exterior doors weekly to assure they are in good repair and that their locks are operating properly.
<input type="checkbox"/>	All exterior doors subject to unauthorized entry should be closed and locked.
<input type="checkbox"/>	All exterior doors not designated emergency exits should be equipped with dead bolt locks having a throw of at least 1 in. (25 Mm).
<input type="checkbox"/>	Emergency exits should be secured to prevent outside entry.
<input type="checkbox"/>	The buildup of trash, soiled work rags and other combustible debris should be strictly controlled.
<input type="checkbox"/>	Dumpsters, trash cans and any combustible trash should not be stored against buildings or under canopies.
<input type="checkbox"/>	Security guards, maintenance personnel and any others who will have relatively unsupervised access to the facility should be carefully chosen.
<input type="checkbox"/>	Security personnel should be closely supervised.
<input type="checkbox"/>	Records should be audited periodically to reduce the risk of incendiarism from someone with relative freedom throughout the property.
<input type="checkbox"/>	Keep fire sprinkler protection in service.
<input type="checkbox"/>	All sprinkler control valves larger than 1.5 in. (40mm) or controlling more than five sprinklers should be locked in the wide-open position using sturdy locks, chains, or other security devices resistant to breakage except by bolt cutters. Breakaway or combination locks should not be used.
<input type="checkbox"/>	Sprinkler control valves should be inspected weekly (or more frequently if needed) due to improperly or unauthorized closed valves. If the inspection would draw unwanted attention, the check may be done visually from a reasonable distance.
<input type="checkbox"/>	The exterior of the buildings and the adjacent grounds should be maintained.
<input type="checkbox"/>	Any boilers, air tanks, or pressure vessels where the jurisdictional inspections are due during this closure should be conducted and operating certificates obtained. Any code violations should be addressed immediately.

## Property Risk Control Precautions for Idle Facilities Checklist

(Page 2 of 2)

Backup Power Supplies	
<input type="checkbox"/>	Continue to inspect and maintain your backup generators in accordance with NFPA 110.
<input type="checkbox"/>	Run the standby generators weekly for about 30 minutes.
<input type="checkbox"/>	Exercise the transfer switches on a regular basis.
<input type="checkbox"/>	Routine maintenance should include general inspections to look for fuel, oil, coolant or exhaust leaks from the engines that may need attention.
<input type="checkbox"/>	Diesel fuel also needs to be tested periodically, and starting batteries need to be inspected and tested under load.
<input type="checkbox"/>	Conduct a full-load test during which all electrical loads are transferred to the standby generators prior to reopening.
<input type="checkbox"/>	Maintain and test your video surveillance equipment on a routine basis.
External Security	
<input type="checkbox"/>	Maintain and illuminate the exterior and entrances..
<input type="checkbox"/>	Use motion-activated lighting near doors and windows.
<input type="checkbox"/>	Do not allow signs to block the view of the building.
<input type="checkbox"/>	Many buildings have basement entries that are hidden from view. These should be secured with locking ground-level doors.
<input type="checkbox"/>	Ladders, external stairways and fire escapes allowing access to roof should be secured.
Internal Security	
<input type="checkbox"/>	If possible maintain your internal security force at your sites.
<input type="checkbox"/>	Expand their round duties to include fire stairwells and include visual checks of the fire sprinkler control valves.
<input type="checkbox"/>	Maintain all burglar and fire alarm systems.
<input type="checkbox"/>	Keep and update your current list of all individuals that have access to keys and change locks periodically.
Community Awareness and Cooperation	
<input type="checkbox"/>	Keep owner/management informed of problems.
<input type="checkbox"/>	Be aware of individuals who may be disgruntled or likely to cause damage to property through arson or vandalism.
<input type="checkbox"/>	Be aware that vandalism may precede arson!.
<input type="checkbox"/>	Appoint a person to be a liaison with law and fire officials. .
<input type="checkbox"/>	Work with law enforcement officials to educate remaining staff on recognizing unusual activities..
Invite Fire Department to Tour Site	
<input type="checkbox"/>	Conduct a pre-fire planning session to coordinate emergency action plan in the event of a fire at the facility.
<input type="checkbox"/>	Be aware of individuals who may be disgruntled or likely to cause damage to property through arson or vandalism.
<input type="checkbox"/>	Familiarize fire department personnel with sprinklers and alarms that are in service.
<input type="checkbox"/>	Make sure the fire department has keys for easy access or knows where to meet on-site security staff.

## Property Report Checklist

(Page 1 of 3)

### Property Information

Property Name	
Location Name	
Street Address	
City, State, Zips	
Date	
Report By	
Telephone	
Email Address	
Location Is	<input type="checkbox"/> Idle <input type="checkbox"/> Idled Temporarily <input type="checkbox"/> Other (explain)

Overall Condition of Facility	
-------------------------------	--

### Status Of Protection And Supervision

Water Supplies	In Service <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	City Water <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fire Pumps <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Tanks <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Fire Sprinklers	In Service <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maintained <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Tested <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Building Heat <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Supervision	Watchman/Guard <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Sprinkler Waterflow Alarms <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Sprinkler Valves <input type="checkbox"/> Locked <input type="checkbox"/> Tamper	Burglary <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Manual Protection	Extinguishers <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Hose <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Private Hydrants <input type="checkbox"/> Locked <input type="checkbox"/> Tamper	Public Hydrants <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Signs Of Vandalism	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments		

Housekeeping Notes	
Comments	
Items Requiring Attention	

Next Visit Scheduled For	
--------------------------	--

Any deficiencies noted should be promptly, if not immediately, corrected and documented. Records of building visits should be kept and available for review.

## Property Report Checklist

(Page 2 of 3)

Hazard Control	Yes	No	N/A	Action Required or Taken – Comments
Housekeeping is satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are in broom-clean condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking is prohibited inside building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking is restricted to designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking policy is strictly enforced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting/welding is controlled – Permit system used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids stored in special areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids room/cabinet provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage kept 18" from sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical rooms clean / 3' clearance from panels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Planning	Yes	No	N/A	Action Required or Taken – Comments
An emergency/evacuation plan is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupants are familiar with evacuation routes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Person designated to notify fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupants familiar with extinguisher operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Person designated to direct fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire department tours property and knows exposures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building & Fire Alarms	Yes	No	N/A	Action Required or Taken – Comments
Alarm company monitors fire alarms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm company conducts periodic tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm panel in service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trouble signals are outstanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual pull stations provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pull stations sound general alarm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modifications/changes have been alarmed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Continue to monitor any impairments to the fire protection systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Property Report Checklist

(Page 3 of 3)

<b>Fire and Life Safety Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Action Required or Taken – Comments</b>
Fire extinguishers are fully charged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extinguishers are serviced annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extinguishers are accessible/mounted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extinguishers are not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Occupants are familiar with extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors have been checked/operate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors are not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire exits are not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire exits have emergency alarms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit signs properly lighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Backup Generators</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Action Required or Taken – Comments</b>
Weekly inspections of fuel, lubrication, exhaust and cooling systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly checks of battery systems for corrosion, electrolyte level and specific gravity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly check for debris, foreign objects, loose or broken fittings; guards; look for any unusual condition of vibration, leakage, noise and temperature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly run of the generator for 30 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During the test verify ran with no alarms or warnings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect the DC electrical system, control panel and accessories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect the AC wiring and accessories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Freeze Protection &amp; Water Mitigation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Action Required or Taken – Comments</b>
Building heat is being maintained in all areas at a minimum of 40°F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior wall penetrations are intact and properly insulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A Water Valve Plot Plan of internal and external valves for both domestic and fire protection valves is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team members are trained to locate shut-off valves on Plot Plan, and how to notify management in the event of a leak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspections of all mechanical rooms to check for leaks of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly/Daily checks of all roofs, checking obstructions to drains, gutters and integrity of cooling towers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Signed by .....

Date .....