



Property Loss Control Guidelines

Facility Shutdown & Building Vacancy Checklist

+ GENERAL

+ SITE SECURITY

+ SITE, BUILDING & EQUIPMENT

+ FIRE PROTECTION, SUPPRESSION
& DETECTION SYSTEMS

GENERAL

- Designate a management team member to supervise this program
- Create and maintain a core group of staff, either internal or external, for emergency response
- Train security personnel to provide notification to designated resources for various emergencies
- Secure talent resources for various functions before the event occurs
- Contact Hays Companies if your changes in operations result in a shutdown, idle or vacant building, since these changes may have insurance implications and insurers may need to be notified

SITE SECURITY

- Limit site access to authorized personnel
- Inform local law enforcement and fire departments of closure plans and seek feedback
- Secure all potential entrance points including external doors, skylights, windows and fencing
 - Confirm list of equipment which is required to maintain stable internal building conditions
 - Designate one official entrance point for entire site or building
- Elevate these efforts for unoccupied buildings with no on-site security (*See Note 1*)
- Consider hiring a guard service for conducting random, daily recorded watchman rounds (*See Note 1*)
- Maintain exterior and interior surveillance camera systems (*See Note 2*)
- Maintain security and intrusion alarm systems, including relay to remote monitoring system (*See Note 2*)
- Maintain exterior lighting systems (*See Note 2*)
- Review program effectiveness and revise protocols as needed (*See Note 3*)





SITE, BUILDINGS & EQUIPMENT

- Inspect and repair all perimeter fencing, gates and other openings as warranted
- Monitor surrounding terrain and manage vegetation growth as needed
- Post “No Trespassing” signage as needed
- Provide adequate exterior lighting for site and all buildings; check time clock activation system
- Adjust internal lighting system activation to a random schedule
- Maintain housekeeping
 - Remove trash and relocate movable items located outside of all buildings
 - Empty trash dumpsters, balers, compactors and lifts
 - Relocate mobile storage units and truck trailers to another location
- Secure, lock or block all exterior ladders and roof access points
- Secure roof mounted equipment and building envelope features (doors, windows, signs, etc.)
- Walk and inspect roof(s) for condition damage every two weeks; look for clogged drains
- 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
- Convert building equipment systems to cold or hot weather operation as appropriate for climate
- Maintain idle equipment according to manufacturer’s guidelines
- Determine need for on-site emergency power generation; maintain as needed
- Drain ignitable liquids from any idle processes and equipment
- 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
- Review need for building exhaust and ventilation from critical equipment
- Adjust HVAC system operating system to account for the building shutdown conditions
- Confirm all non-critical HVAC and kitchen equipment (including electricity and gas) is turned off
- Increase site inspection frequency during freezing weather; look for unauthorized entrants
- 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



FIRE PROTECTION, SUPPRESSION & DETECTION SYSTEMS

- 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
(See Note 2)
- Churn (no flow) test fire pumps (See Note 2 for electric pumps and Note 3 for diesel pumps)
- Maintain fire alarm device and system inspection and testing program
(See Notes 3, 4 and 5)
- Conduct fire pump performance (full flow) test (See Note 5)
- Keep all jockey and fire pumps in the automatic start mode
- Visually inspect all fire pump related equipment, fill fuel tanks and repair devices (See Note 5)
- Inspect domestic and fire water storage tanks, confirm water level and temperature (See Notes 2 and 5)
- Inspect manual fire-fighting equipment (fire hoses, extinguishers)
(See Note 5)
- Inspect and test fire doors, close doors and remove blockages; repair as needed (See Notes 3 and 5)
- Inspect fire wall conditions and minor openings; repair as needed
(See Note 5)



NOTES

NOTE 1:

Daily recorded inspection and/or testing suggested. Review as needed.

NOTE 2:

Weekly recorded inspections and/or testing suggested. Review incidents weekly.

NOTE 3:

Monthly recorded inspections and/or testing suggested. Review records monthly.

NOTE 4:

Quarterly recorded inspections and/or testing suggested.

NOTE 5:

Annually recorded inspections and/or testing suggested. Review results annually.

SOURCES:

- 1) "Pandemic Property Loss Prevention Checklist", FM Global, March 2020
- 2) "Idle, Vacant or Strikebound Facilities", FM Global UTH P0274, January 2014
- 3) "The protection of unoccupied industrial plants", AXAXL - Global Asset Protection Services, 2020
- 4) "Idle Facilities", Global Risk Consultants, Bulletin No. 02-950, March 2017
- 5) "Building Shutdown Checklist", SCORE, No Publication Date
- 6) "Vacant Buildings and Idle Plant Operations", Starr Specialty Lines, No Publication Date

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