

OGS DESIGN & CONSTRUCTION - ACTIVE PROJECT JOBSITE CLOSURE CHECKLIST

Date: 3/28/2020

This checklist is intended to be utilized when a need has been identified to temporarily suspend project operations on a jobsite. Please review the following tasks for your use in securing the project sites. Understand that a government-mandated suspension or emergencies associated with protecting the health and safety of the workforce may dictate a site closure schedule that prohibits completion of all items on this checklist. The intent, however, is that projects shall be compliant with the requirements of NYS Building Code Chapter 33 – Safeguards During Construction and NFPA 241 – Standards for Safeguarding Construction, Alteration, and Demolition Operations. Under those circumstances, the project team will prioritize tasks most critical to responsibly securing the jobsite. Please complete this checklist as thoroughly as possible. If any item cannot be completed in full, please indicate clearly on this form and notify the appropriate OGS staff.

Project #: _____ Contract (C/H/P/E) _____ Project Name: _____

Location: _____ Date: _____

Contractor Contact Name (24/7 phone): _____

Subcontractor(s) Contact Number (24/7 phone): _____

Complete form below by checking off completed work to close the project. Non-applicable items shall be noted as such next to the item. Open items shall be explained by an attachment to the checklist form.

GENERAL

- Have the site secured to prevent access from any unauthorized personnel.
- Ensure construction equipment is safely stored and maintained in accordance with manufacturer recommendations.
- Inform / communicate with OGS team regarding any other entity that should be notified.
- Maintain and secure all scaffolding, debris netting, sidewalk sheds, and temporary walkways, including but not limited to debris and unsecured material on roofs, staging, etc.
- If the project has a hoist - ensure it is shutdown according to all requirements, that the loading area, access points, and platforms into the buildings and guard stations are secured and organized.
- Ensure all guardrails and floor and shaft opening protection is in place and in accordance to OSHA Code requirements.

MECHANICAL SYSTEMS

- If systems are energized and can be monitored by building staff – ensure space is properly ventilated.

- Secure building tie in points:
 - Close all floor and fresh air intake dampers.
 - Close chilled and/or condenser water valves where systems under construction tie into existing building systems.
 - Shut down all supplementary AC systems at both local disconnects and panels.

- Active interim systems operational needs: recommend that IT systems be shut down in orderly fashion so that HVAC systems can be secured.

- Hold all pre-purchase deliveries to site. Have vendors/subcontractors store in factory or deliver to rigger for proper storage. Inform client that charges may be forthcoming.

- Cap all open-ended piping and ductwork.

PLUMBING SYSTEMS

- Secure building tie-in points at all domestic water riser valves.

- Ensure that power to local electric water heaters is de-energized both at local disconnect and panel.

- De-energize gas service at connection to meter or riser.

- Clean and secure all temporary toilets.

- Cap all open-ended piping.

ELECTRICAL SYSTEMS

- All unsafe electrical conditions must be corrected prior to leaving the site:
 - Open junction boxes
 - Open panels
 - Open splices
 - Unterminated feeder ends
 - Junction box, panelboards, and switchboards openings

- Physical protection of all electrical temporary feeders which need to remain in service should be protected by one of the following:
 - Maintain wire in conduit
 - Maintain wire in MC type cable

- Encase in wooden enclosure, or equivalent
- Protected by GFCI circuit breaker
- Electrical lockout/tagout should be maintained if work is not completed:
 - Maintain a log of all signatory participants on the lockout/tagout system
 - Log should contain all personal contact information in case of emergency
 - Owners dedicated personnel should also be on this log
- Electrical equipment at the site not yet installed should be left in a climate-controlled space and should be wrapped in plastic to protect from dust and moisture.
- Temporary power and light supporting Life Safety and egress pathways shall remain energized and (if possible) should be periodically checked/maintained by the installing Electrical Subcontractor.
- Temporary power and light which is not required for permanent use or life safety/egress should be de-energized.

FIRE PROTECTION SYSTEMS

- Ensure that all temp sprinkler systems are properly supported.
 - Ensure that all temp loops are active.
 - Assign designated person (include contact info) to perform periodic sprinkler inspections during work suspension: _____
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FIRE ALARM SYSTEMS

- Temporary fire alarm loops and devices should be left active.
 - Temporary system should be periodically checked/maintained by the installing Electrical Subcontractor.
 - Ensure that all detection devices are uncovered and operational.
 - Assign designated person (include contact info) to perform periodic fire alarm system inspections during work suspension: _____
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ASBESTOS/HAZARDOUS MATERIALS ABATEMENT OR REMEDIATION

- Remove all hazardous material waste from the project site and obtain copies of all waste shipping records and logs.

- Secure the work area and enclosures (physically, electrically, and mechanically) and plan for any NYS DOL required periodic inspections and monitoring. Notify NYS DOL and AHJ of changes from initial notification.

ENVIRONMENTAL

- Ensure emergency response plan includes spill/release protocols and Environmental Manager and alternate contact information
- Coordinate environmental permit status with issuing authority to determine if permit conditions can be suspended (e.g., site stabilization, inspections and reporting)
- Stabilize the site by replacing temporary dust, stormwater and erosion control measures with more permanent controls (e.g., reseeded, crushed concrete, gravel, cover or seed soil stockpiles), in coordination with government authorities if necessary.
- Assess potential weather impacts based on long range forecasts, especially in cyclone/hurricane and tornado risk areas
- Determine if temporary control measures should be removed to prevent creating a nuisance if not maintained (i.e., silt fencing, erosion control matting, sediment wattles, mulch)
- Remove storm drain inlet barriers if disturbed areas have been stabilized as needed to prevent local flooding
- Consider removing sediment basins or traps if disturbed areas are stabilized and cannot be secured (these may become attractive nuisance and standing water can attract mosquitoes)
- Inspect site control measures (silt fences, covers) and material/waste containers and note shutdown dates on inspection forms
- Coordinate the removal of any waste prior to shut down
- Secure containers of hazardous materials or waste that will remain onsite during shutdown, making sure they are closed, labeled and inventoried
- Place drums of liquid materials/oils (e.g., form oil) in secondary containment or under a protective covering
- Remove portable fuel tanks from the site. Secure tanks (fuel, materials) that will remain onsite to prevent discharge or unauthorized usage and verify that valves are closed and locked
- Stabilize any ongoing hazardous material abatement projects and consider additional postings and security measures if work cannot be completed before shutdown
- Remove or secure heavy equipment, storage containers (e.g., Conex boxes) and portable toilets away from storm drains and water bodies. Consider placing drip pans under equipment
- Stabilize/secure soil and material stockpiles with covers and anchors

SECURITY

- Post "NO TRESPASSING" signs at entrance gates and on all perimeter fence every 100 feet
- Nominate standby persons at all levels (client, contractors) to respond to emergency situations
- Display emergency numbers on site and provide to OGS staff
- Confirm and distribute emergency standby list to relevant persons
- Arrange after-hours security, as determined necessary in discussions with OGS
- Check security lighting and alarms to be fully operational
- Inspect all perimeter fences, gates and barricades to be sure they are in good condition and prevent unauthorized access
- Prevent unauthorized access to equipment (e.g., earthmoving equipment, cranes, scaffolding) by removing or boarding up access ladders, and posting "No Unauthorized Access" signs
- Store and lock up all material/tools safely in containers
- Lock doors and containers and remove keys
- Lock away or remove all computers, copiers, scanners etc.
- Lock all vehicles and critical equipment and secure keys in a lockable safe or other secure place
- Park all vehicles in safe designated areas with drip trays under engine, wheels chocked, batteries disconnected

ADDITIONAL ITEMS

- All floor penetrations are sealed and waterproof.
- All fire-stopping is completed.
- Hazardous and/or flammable material removed from site or properly stored.
- Move material away from/off heating elements (radiators, fin tubes, etc.).
- Jobsite is broom swept clean with proper egress to exits and all material properly and neatly stored and secured.
- All construction waste is removed from the job site, including, but not limited to debris and unsecured material on roofs, staging, etc., including emptying of all containers and/or roll offs.

- Exits are clearly marked, all exit stairwells have been broom swept and confirm proper lighting is functioning, report to the base building if any deficiencies are noted.
- Construction equipment should be disconnected and stored neatly.
- Ensure all construction equipment that will be needed elsewhere is removed from the project. All other equipment is properly stored and secured. There is no site access once the site is closed.
- All deliveries to the job site are suspended.
- Contact information for contractor and subcontractor contacts is turned over to OGS project team.
- Photograph work in place with time stamps.
- All permits posted and clearly displayed.
- Notify Building Management in conjunction with OGS Division of Construction team.
- Communicate with OGS Division of Construction team regarding Special Inspections and gather the reports and distribute to the project team.
- Make note of all permit expirations dates (general, plumber, sprinkler, electrician, etc.) and distribute to OGS Division of Construction team.
- With the OGS Division of Construction team, determine an appropriate site monitoring cycle for the contractor to periodically assess the site and project closure measures
- Assign designated person (include contact information) to perform biweekly SWPPP inspections during work suspension: __

- Assign designated person (including contact info) to perform periodic inspections of electrical items: _____

- Assign designated person (including contact info) to perform periodic inspections of scaffolding during work suspension: __

- Assign designated person (including contact info) to perform periodic inspections of the site, material covers, temporary supports, etc.: _____

- Secure hazardous chemicals and flammable materials in an approved chemical storage cabinet

- Remove combustible material from site if long-term site storage is not available
- Remove equipment or supplies that are sensitive to temperature extremes or weather, and store all equipment in appropriate location (e.g., eyewash units, fire extinguishers, hand tools)
- Verify that any potentially contaminated equipment leaving the site is cleaned/decontaminated
- Ensure all exposed supplemental electrical cables and cords are tagged and made safe
- Define and manage processes for energy isolation including existing lockout-tagout
- Follow appropriate crane shutdown procedures
- Properly band brick stacks to prevent accidental collapse
- Chock or wedge pipes to prevent rolling
- Store all material away from site perimeter fence
- Remove and store/secure ladders to prevent unauthorized usage
- Secure, cover or barricade all excavations and post warning signs
- Ensure edges are protected; use barricades and signs on leading edges and drop-off points
- Protect exposed reinforcing steel with rebar caps, etc.
- Secure staging areas and job trailers
- Remove refuse from and secure dumpsters and waste containers
- Maintain good housekeeping in trailers, work areas, and walkways prior to leaving the site
- Log key hazards associated with unfinished work that need to be considered for restart
- Other requirements deemed necessary by OGS team, which include: _____
- Attachments included.

I confirm that the above steps have been completed.

Signature: _____

Printed Name: _____

Date: _____

Company: _____