



## LCL Rapid Demobilization-Shutdown Checklist

Project Name / #:					Date:	
<b>HEATING</b>						
<b>Items:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Person Responsible</b>	<b>Comments</b>
Are heaters to be left on? All consideration should be made to shut down heating equipment.						
Identify type of heating equipment (electrical or gas) :						
If heaters are required to be left on are the heaters set up away from surrounding equipment, structures and materials?						
Persons conducting heater watch (identify)					Frequency (specify)	
Gas/Propane services locked out/disconnected?						
<b>WATER SUPPLY / DEWATERING</b>						
<b>Items:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Person Responsible</b>	<b>Comments</b>
Is there a temporary dewatering system? What is the source of power for the pumps / equipment? If power goes out will the building flood?						
Has water been shutoff to the building? If water is shut off, are any temporary services affected?						
Persons conducting water watch / check (identify)					Frequency (specify)	
<b>ELECTRICAL</b>						
<b>Items:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Person Responsible</b>	<b>Comments</b>
Temporary power locked out/disconnected?						
Are there any temporary services being run from Electrical? What are they?						
Are any services/equipment in the process of being installed that could present a hazard if not addressed (current lock out/installation of electrical/mechanical services)?						
Who will be handling the bill if we still have temporary power required on site? Can we still have this paid through accounting? Submitted to Client? These invoices should be saved to folder for negotiation with the client at a later date.						
Are any backup generators required? How will we handle re-fueling?						
Receptacles / Panels - Make sure all misc. panels and receptacles are unplugged.						
Additional Site Lighting - Is there any lighting required to be added around the site perimeter?						
Electrical Subcontractor to clearly mark out which breakers are for what temporary items						

Persons conducting electrical check (identify)					Frequency (specify)	
Other (specify)						

**SECURITY SYSTEMS**

Items:	Yes	No	N/A	Person Responsible	Comments
What is the current security system onsite? Cameras or Security guards? How is it powered?					
Contact to Security Company - Have we discussed options and confirmed contact list for security companies.					
Do we need to increase the amount of security guards on the project? Has the client requested us to increase security? Save the email if they have.					
Confirm computers / monitors have been removed from site. Should we return printers?					
Site Trailers, sea cans, job boxes and gates secured/locked? Can we add extra locks or steel bars to the doors?					
Expensive Materials Onsite - Possible move to Ledcor's yard or build a more secure hoarding with steel mesh in wall?					
Persons conducting security / camera / fencing (identify)					Frequency (specify)
Other (specify)					

**FIRE PROTECTION**

Items:	Yes	No	N/A	Person Responsible	Comments
Sprinklers - Is the system up and running? If not, has the system been filled with water? Any risk of freezing? Entire system should be drained?					
Fire Alarms - Can temporary fire alarms connected to Wi-Fi be setup? Who will they notify if there is an issue?					
Persons conducting fire alarm check (identify)					Frequency (specify)
Other (specify)					

**WEATHER PROTECTION**

Items:	Yes	No	N/A	Person Responsible	Comments
Tarps - are any tarps set up on the building? Can these be taken down or a more robust system setup? Shrink-wrap; etc.? Engineering signoff?					
Wind / Rain - Are there any materials that need to be moved inside? Anything going to blow off the building?					
Exterior Doors and Windows - Are these all shut?					
Penetrations through slabs - Are they all plugged? Waterproof w/ Blueskin?					
Persons conducting site inspections check (identify)					Frequency (specify)
Other (specify)					

**INTERNET / DATA CONNECTION**

Items:		Yes	No	N/A	Person Responsible	Comments
Can this be shut down?	What temporary services require a internet connection?					
Who will be handling the invoicing if we still data?	Can we still have this paid through accounting? Submitted to Client? These invoices should be saved to a folder for negotiation with the client at a later date.					
Persons conducting data check (identify)						Frequency (specify)
Other (specify)						

**SITE FENCING / HOARDINGS / SCAFFOLDS**

Items:		Yes	No	N/A	Person Responsible	Comments
Scaffolds secured and not presenting a security risk?						
Site Fencing	- Will this need to be changed or added too? Do we have enough locks onsite? Are hoardings properly secured (consideration for security and high winds)? Perimeter fence secured and erected in a manner that does not present a hazard? (i.e. protruding into public walkways, fence bases not sitting flush with surface, etc...)					
Tower Crane	- Extra hoarding to protect against people climbing the crane. Is this necessary?					
Who will be handling the invoicing if we still have security guards and cameras required on site?	Can we still have this paid through accounting? Submitted to Client? These invoices should be saved to a folder for negotiation with the client at a later date.					
Temporary support structures inspected and secured (consideration should be made to contracting responsible 3rd party engineers involved with design, if any)?						
Map	- Create a project map of all fencing, hoardings, site entrances, scaffold, etc. to be checked on a regular basis.					
Site Signage	- Contact numbers for who to call if anything happens					
Are any flaggers required while site is shut down? Are all adjacent roads in final condition? We will most likely be able to continue road work, but good to check.						
Are all excavations adequately protected/identified?						
All openings and holes adequately protected with guardrails/barricades/secured hole covers?						
Persons reviewing condition of hoarding data (identify) - Who will have the keys?						Frequency (specify)
Others (specify)						

**EQUIPMENT**

Items:		Yes	No	N/A	Person Responsible	Comments
Tower Crane	- Locked out, weather vanning? Confirm by inspection.					
Discussion with form worker / crane provider to reduce or eliminate rental costs during shutdown.						

Hoists - Locked out, electrical; gates locked? Confirm by inspection						
Discussion as a group to be had with hoist suppliers; do we need to return these during the shut down?						
Elevators - Locked Out Confirm by inspection.						
Excavators, Scissor Lifts, Man Lifts, etc.; locked off, keys stored in a key box.						
Rental Equipment (United, Sunbelt, Atco, Leveitt) - To be discussed with suppliers and Andrew Tutt. What can be returned and what can have rental cost reduced or eliminated.						
Rental Equipment (From Anywhere Else) - Provide list of items to be either returned or a reduced rate negotiated.						
Person in charge or equipment review (identify)					Frequency (specify)	
Others (specify)						

**SITE CLEANING**

Items:	Yes	No	N/A	Person Responsible	Comments
Has the Project trailer(s), lockup areas, doors and railings, etc. been cleaned and sanitized for returning work forces?					
Portable washrooms cleaned, empty, heaters unplugged/removed, empty personnel and locked?					
Are all chemicals, fuel cubes, jerry cans, tanks properly stored and locked?					
Are sidewalks / public areas cleaned left safe					
Any requirements for pest control?					
Person in charge or equipment review (identify)					Frequency (specify)
Others (specify)					

**PURCHASED MATERIALS STORED OFFSITE**

Items:	Yes	No	N/A	Person Responsible	Comments
Bills of Sales - Get a list of items covered under bills of sales, ensure these are saved in the correct location with all required backup documentation.					
Items not covered under bills of sales - We should try to get these either delivered to site or an owner or Ledcor managed storage facility.					
Create a map - Save a map to indicate where all materials are located, we may need to get a hold of these materials quickly once the site opens up again.					
Person in charge of completing lists (identify)					Frequency (specify)
Other (specify)					

**ITEMS TO KEEP WORKING ON WHILE SHUT DOWN**

Items:	Yes	No	N/A	Person Responsible	Comments
<b>Change Orders</b> - Finalize pricing for changes and submit					
<b>BIM</b> - Work with BIM team to review upcoming work, recent SI's, RFI's, etc. Make sure when we start back onsite, the project is ready to go full steam ahead					
<b>LEED</b> - Photograph the Indoor Air Quality (IAQ) and Erosion and Sedimentation Control (ESC) measures as per the project-specific IAQ and ESC Plans.					
<b>Print a Detail Cost Ledger of Changes and Cash Allowances</b> - Complete a comparison to what we billed the owner vs. what we have paid as an invoice, make sure they match.					
<b>Subcontract's</b> - Review all subcontracts' make sure they are fully completed and saved in the right folders.					
<b>Check on Manpower</b> - Communicate regularly with subcontractors on available manpower.					
<b>Legal Discussions</b> - Review with legal department how often we need to submit costs due to shut down, schedule updates, monthly reports, etc. Be familiar with prime contract and SGCs.					
<b>Scheduling</b> - Discussions with trades to get into some details of each areas.					
<b>Person in charge of completing lists (identify)</b>					Frequency (specify)
<b>Contact Insurance</b> - Make sure insurance policies stay in affect and if they require anything					
<b>Other (specify)</b>					

**DISCUSSIONS REQUIRED**

Items:	Yes	No	N/A	Person Responsible	Comments
<b>RCMP</b> - Discussion and review project for shutdown					
<b>Fire Department</b> - Discussion and review project for shutdown					
<b>City / District</b> - Discussion and review project for shutdown					
<b>Client</b> - Determine what they require					
<b>Trades</b> - Need to conduct a meeting with each trade to make sure they leave the site as required.					
<b>Person in charge of completing lists (identify)</b>					Frequency (specify)
<b>Other (specify)</b>					

**Additional Notes:**

Person responsible for daily periodic site checks :	Alternative Contact
PRINT: _____ SIGN: _____	
<b>Person responsible for ongoing communication with client:</b>	

<b>PRINT:</b>	<b>SIGN:</b>	
<b>Person responsible for ongoing communication with Trades:</b>		
<b>PRINT:</b>	<b>SIGN:</b>	
<b>Project Electrical contact during shut down:</b>		
<b>NAME:</b>	<b>PHONE #:</b>	
<b>Project Mechanical contact during shut down:</b>		
<b>NAME:</b>	<b>PHONE #:</b>	
<b>Project Client contact during shut down:</b>		
<b>NAME:</b>	<b>PHONE #:</b>	
<b>Ledcor contact during shut down:</b>		
<b>NAME:</b>	<b>PHONE #:</b>	
<b>Superintendent signature:</b>		
<b>Project Manager signature:</b>		