

## Shelter-in-Place Site Preparedness Checklist

TASK	TIME NEEDED	START WHEN?	ASSIGNED TO	COMPLETED
Shut off fuel supplies and power at main disconnect.				
Determine whether to do a complete or partial shutdown				
Determine the order in which operations are to be shut down				
Determine the personnel necessary for these tasks.				
Provide covering (plywood) on window and door openings.				
Photograph and/or video the property.				
Brace unsupported structural members at construction sites.				
Move important records to safe locations. Back-up computers.				
Prepare cranes per the manufacturer's guidelines.				
Remove any materials from subgrade (basement) areas				
<b>INSPECT ROOFS:</b>				
• Clear debris and unrestrained materials				
• Expedite work if the roof can be completed early				
• Provide coverings as practical on any opening				
<b>INSPECT YARD:</b>				
• Arrange for having the dumpster emptied.				
• Any portable fuel tanks should be removed.				
• Ensure tarpaulins or product wrappers are secure.				
• Relocate yard equipment and vehicles to securable areas above grade.				
• Anchor materials that can be moved by winds				
• Light materials (insulation) should be relocated indoors.				
• Clean yard drains and catch basins.				

## Site Inspection Prior to Shelter-in-Place

SHELTER-IN-PLACE INSPECTION			Date:
HAZARD	PASS	FAIL	ASSIGNED TO:
<b>Hot Work</b>			
All Tasks have been completed with satisfactory fire watch duration or suspended.			
<b>Electrical</b>			
Are extension cords removed or secured			
Temporary wiring taken down or secured			
Electrical Appliances removed or secured			
<b>Engine Driven Equipment</b>			
Equipment removed or secured			
Fuel drained if secured on site			
<b>Fuel Hazards</b>			
Fuel removed from site			
<b>Heating Appliances</b>			
Temp heating deactivated or AHJ approval for use with personnel on-site monitoring			
Approved heaters used			
Kept clear of combustibles			
Tip-over device used			
<b>Housekeeping</b>			
Removed all combustible trash from site			
<b>Material handling</b>			
Yard storage secured			
Materials arranged neatly			
Materials do not block exits			
Sprinklers in service (if applicable)			
<b>Debris removal</b>			
Dumpsters cleared out			
Dumpsters removed or secured			
Trash chute taken down (if applicable)			
<b>Site Access</b>			
Roads kept clear parking / storage			
<b>Interior Access</b>			
All levels have one usable stairs			
<b>Manual fire protection</b>			
Fire extinguishers < 75' travel			
One fire extinguisher at each stair			
All units inspected			
Standpipes in service			
<b>Hydrants/Water Supply</b>			
Are hydrants available/in service			
Hydrants accessible			
<b>Suppression Systems</b>			
Fire sprinklers in service yet?			
<b>Passive fire protection features</b>			
Fire doors kept clear & operable			
<b>Physical Security</b>			
Is perimeter fence intact			
Perimeter has unobstructed views			
Lighting provided so no shadows			

HAZARD	PASS	FAIL	ASSIGNED TO:
<b>Roofing Operations</b>			
Roofing Materials relocated and secured			
Tar kettle at ground level and secured			
<b>Pipe Leakage</b>			
Domestic Supply turned off			
Fire Supply turned off (if site has freezing potential and cannot operate temp heating with personnel monitoring equipment)			
Inspected by:			
Reviewed by:			
Work Orders Prepared			