



DOCUMENT NAME: **Rapid Demobilization / Shut Down Checklist**

Project Name / #:

Date:

Items	Yes	No	N/A	Person Responsible	Comment(s)
<b>Temporary Services</b>					
Are temporary heaters required to be left on? All considerations should be made to shut down heating equipment					
<b>If Yes</b>					
Identify type of heating equipment if required:					
If heaters are required to be left on are the heaters set up away from surrounding equipment, structures and materials (3m buffer zone around heating equipment)?					
Persons conducting heater watch (identify)  _____ Contact # _____  _____ Contact # _____	Frequency (specify)				
Has refueling of heating equipment been arranged with the provider?					
<b>If No</b>					
Has all heating equipment been properly shut down?					
Gas/Propane services locked out/disconnected?					
Are permanent heating systems required to be left running?					



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If Yes				
Persons conducting heating system checks (identify)	Frequency (specify)			
_____ Contact # _____				
_____ Contact # _____				
Mechanical Contractor Contact: _____ Contact # _____				
Controls Contractor Contact: _____ Contact # _____				
Temporary Power locked out/disconnected?				
Have services/equipment in the process of being installed that may present a hazard been made safe or locked out? (current lock out/installation of electrical/mechanical services)				
Other (specify)				
<b>Temporary Works</b>				



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Hoardings properly secured (considerations for security and high winds)?					
Scaffolds secured and not presenting a security risk					
Temporary support structures inspected and secured (Considerations should be made to contacting (if any) responsible 3 <sup>rd</sup> party engineers involved with design)					
Others (specify)					
<b>Project Site General</b>					
All excavations adequately protected/identified					
Openings and holes adequately protected with guardrails/barricades/secured hole covers					
All chemicals, fuel cubes, jerry cans, tanks properly stored and locked					
Loose materials, tools and structures secured in the event the region experiences significant wind					



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Potable washrooms cleaned, empty, heaters unplugged/removed, empty of personnel and locked?					
Any unnecessary equipment taken off rent? Rental companies should be advised of site closure in event of arranged servicing.					
Is adequate lighting set up to remain? (consideration for personnel conducting heater watch/site checks, temporary public access routes)					
Other (specify)					
<b>Security</b>					
All perimeter doors/windows/access points secured					
All site trailers, sea cans, job boxes and gates secured/locked					
All personnel (Graham, client, visitors, trade partners) accounted for and have signed out					
Perimeter fence secured and erected in a manner that does not present a hazard Examples: protruding into public walkways, fence bases not sitting flush with surface, etc.					





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*If any person is unable to fulfill their roles identified below, they must advise their Manager as well as notify their Region's Action Response Team.*

**Person(s) responsible for daily periodic site checks:**

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

**Person responsible for ongoing communication with the client (L3 Manager):**

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

**Person responsible for ongoing communication with trades (Project Manager):**

Print: \_\_\_\_\_ / Sign \_\_\_\_\_

**Project electrical contact during shut down:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Project mechanical contact during shut down:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Project client contact during shut down:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Graham main point of contact during shut down (Superintendent):**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Review** (sign)

Superintendent: \_\_\_\_\_

Project Manager: \_\_\_\_\_

**GRAHAM**

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**\*\*\*Project to attach a full project directory \*\*\***