**Site Close Down Checklist**

**Health & Safety**

* Where scaffolding is to remain and not be off hired, ensure that all access ladders are removed and that scaffold components such as boards, brick guards and debris netting are secured against disturbance/adverse weather.
* Ensure site boundaries are 100% secure with suitable measures taken for any vulnerable areas.
* Ensure that materials aren’t stacked and stored adjacent to perimeter fences.
* Ensure Heras fencing is all double clipped and any banner roll that could act as a wind sail is removed.
* Ensure plots aren’t left with unsecured roof trusses.
* Store and secure all non-fitted trusses on truss rack.
* Erect a HERAS fence and secure it around the Truss Rack.
* Where roof trusses are in the process of being erected or have recently been erected, ensure that they are fully braced and the wall plates are fitted with the correct back strap and fixed into the blockwork as per the fixing specification.
* Recently/partially constructed single skin brick/ block gable ends, should either:
  + Be taken down to avoid being blown down or
  + Suitably braced
* Ensure all measures are taken to protect other structures vulnerable to high winds.
* Bricks and blocks stacked no more than 2 pallets high in designated materials storage locations and fenced off.
* Ensure all measures required for water run-off, silt trapping, etc. are functional and free from defects (e.g. blockages) prior to finish.
* Ensure the site is tidied up before finishing with nothing left accessible that can be used to ill effect.
* Ensure that all plots under construction have front and rear doors fitted and windows boarded where possible and protected from deterioration.
* Backfill all exposed excavations. Where this isn’t possible, excavations are to be suitably covered/plated or barriered with Heras fencing so as to avoid unauthorised access.
* Ensure no raised ironwork is left over the shutdown.
* Ensure all remaining plant on site is off hired and/or immobilised and locked away to keep secure.
* All open stairwells must be suitably protected on superstructures in construction (i.e.  
  Ockwell/Wellsafe/scaffold).
* Ensure emergency contact numbers are suitably visible.
* Ensure where possible that road sweepers are booked as the last activity before site closes.
* Ensure site security (where applicable) are fully briefed with expectations, emergency contacts .
* Undertake regular site visits and perimeter checks to check the integrity of fencing and structures.
* Maintain a high standard of housekeeping so as to avoid it being used for fire loading.
* Safely store all flammable material to avoid ignition and subsequent fire.
* Fire extinguishers station maintained, and any surplus removed and stored inside containers
* Any gas bottles should be removed from site or if not, locked in a secure gas cage away from flammable structure and materials.
* Switch off heaters and don’t recharge batteries to avoid sources of ignition.
* Refuelling areas secured and locked with the correct bunds in place
* Contractors work clothing removed from drying rooms
* Smoking areas to be checked and cleaned out.
* Isolate any live electrical supplies to any units under construction.
* Utility trenches backfilled or covered with road plates.
* Doors to be fitted on live meter boxes and closed securely.
* Water turned off at property stop tap.
* Covers fitted on all chambers/manholes or fenced off and secured.
* Level off all drainage trenches/back fill.
* Fence off any slabs with high levels of underbuild – no falls >500mm.
* Prop first lift superstructures where required and dismantle vulnerable pillars.

**General**

* Send a reminder to all relevant staff of their role in any customer escalation calls during the shutdown period.
* Prepare a ‘Task Force’ of site personnel and contractors to assist in the close down and can be called upon in the event of any emergencies.
* Prepare a list of all those that need to be aware of the plans to close site and communicate the plans when required. These might include:
  + Sub-contractor’s, NHBC Build Inspector’s, Utility Companies, Local Police & Fire Service, Supplier’s, Consortium Members, HCA/Client Rep’s, Security Company amongst others.
* Cancel all deliveries – generic email to be sent by Site Manager to suppliers notifying of site closure.
* Ensure that all sub-contractor and supplier contact details and emergency numbers are consolidated and available to you at home and when required.
* Ensure that any emergency contact details/numbers for customers/members of the public/emergency services are suitably displayed and visible in the event that they need to call site staff.
* Terminate any agency labour contracts.
* Take all valuables and computer equipment home.
* Have all skips removed but not replaced so as to avoid fires through arson.
* Ensure that all security cameras are working properly and security companies notified.
* Seal off cavities floors etc to plots to protect from water damage.
* Carry out material stock take, providing photographic records of any high value materials.
* Drain down water from plots.
* Make sure all materials are safely stored, secure, locked away and protected from the weather where required. Expensive materials are to be stored properly and locked away.
* Ensure that all site office and welfare unit doors are locked and window shutters closed.
* Remove Telehandler from site or if not possible locate it in an area out of sight, lock and immobilise.
* Keys for all plots, containers, sales offices, show homes, labelled and collected together and taken home by the Site Manager.
* Lock all Garages.
* Silos isolated (water and electric disconnected)
* Remove all covers from boilers to minimise the risk of them being stolen.
* Where possible, place pallets of bricks/blocks behind site gates to stop them being opened..
* Place ‘No Copper’ signs in front of plots.
* Fridges emptied and cleaned.
* Waste bins emptied and cleaned.
* Waste bins moved into compound from car park, site etc.
* Toilets and water supplies isolated and drained down where possible.
* Fill frogs on DPC brickwork at slab.
* Roofs covered with minimum felt and battens if possible.
* All unsecured roof tiles removed from the scaffold and roof.
* Loading bay gate closed/bays empty/scaffold cleared of all materials.
* Trickle vents left open/windows and roof lights closed securely.
* Garden gates screwed shut.
* Garden sheds locked.
* Wheelie bins moved into rear gardens or garage – laid down/secured if left outside
* Service connections cancelled.
* Street scenes tidied of all materials and waste.
* Drain pipes fitted or sleeves used to prevent rain water staining to plots  
  Spoil Areas.
* Check water run off to ensure no contamination with local water courses.
* Sides of spoil heaps graded to a minimum of 45 degrees and smoothed and max height of 5m and:
  + Not at risk of subsiding into private land, road/footpath
  + Not blocking access to area/points used for maintenance/emergency (e.g. pumping stations, hydrants)
* Spoil heaps must be within site fenced boundary – no heaps left in public areas.
* Arisings from utility excavations must be removed and stored within site boundary fencing (or used to back fill).
* Adequate controls in place for any S278 works and traffic control measures appropriate.
* Appropriate fencing and signage erected if required to balancing ponds or any other Sustainable Drainage Systems (SuDS) locations where there may be a risk.
* If ride-on plant is not collected from site and it cannot be stored in the compound, the ground worker must either isolate the electrics or locate away from site boundary and secure with Heras fencing.
* Subcontractor’s plant secured or removed from site. No plant to be removed once site is closed down.
* Contractors to remove diesel tanks from the site. If this is not possible, ground workers should fence off diesel tanks with Heras fencing and double clip or move to locked compound.
* Compound diesel tanks to be secured and nozzles locked off.
* Sources of ignition should be moved away from storage of diesel or petrol.
* Remove all petrol from site where possible. Any petrol storage containers should be stored in a locked ventilated storage container/cage.
* Hazardous chemicals / flammable material securely locked away in well ventilated bunded cage/COSHH locker.
* All watercourses and gullies should be inspected by Site Management to confirm there are no potential restrictions of flow or chances of contamination
* All site water treatment/filtration operations reviewed and shut down if possible. Consideration should be given to the potential effect this will have and the impact on the surrounding area.
* Any work being carried out that restricts the flow of water courses should be removed and the area returned to a stable and safe state.

**Occupied Plots**

* Notify customers of site shut down and confirm emergency customer care arrangements and contact details.
* Ensure clear access is given to all driveways, garages, footpaths and gates etc.
* Any temporary drainage arrangements for occupied plots should be discussed with the Construction Director and a robust action plan put in place.
* Any telemetrics for pumping stations are operational and monitored. Contact numbers in place and arrangements in place to respond in an emergency.
* Maintenance companies made aware of the site shut down and contact details shared  
  Road and Footpaths in Occupied Parts of the Development.
* Ensure all footpaths servicing occupied properties are free of hazards to prevent slips and trips.
* Manholes and service boxes in unfinished footpaths are ramped and identified to prevent trips.
* No materials are stored on footpaths.
* Service holes and trenches are backfilled and compacted or road plates installed to prevent tripping hazards.
* Street name plates are fitted and easily identified (even if temporary)
* Street lights wherever possible should be live and working, if this is not possible, suitable temporary lighting must be installed
* All junctions between unfinished roads and occupied drives to be ramped to provide a smooth access to each property.
* Road gullies should be free running and discharge excess surface water into storm drainage system .
* If raised, road ironworks should be clearly marked and ramped and warning signs erected to inform traffic.
* All roads should be mechanically cleaned if possible prior to closing down the site.

**Stock Plots**

* Doors all locked with keys, labelled and retained offsite by the Site Manager.
* Heating programmed to 10 degrees Celsius.
* Mains water turned off at the stop tap.
* Set burglar alarm if fitted and distribute code to appropriate persons.
* Gates to rear gardens screwed or padlocked shut.
* Switch off power to garage electric supply if applicable.
* Remove all materials from inside and outside the property.
* Close and lock all windows and ensure trickle vents are left open.
* All internal doors left open to allow air to circulate through the house.

**Sales**

* Reduce heating to 10 degrees.
* Windows closed and locked.
* Lighting turned off.
* Burglar alarms set - emergency contact details (Site Manager phone number), must be displayed.
* Doors locked.

**Site manager**

* Have your computers and contact numbers for key colleagues, manager, director, H&S BP, key sub-contractors, with you every day/ night.
* Leave your phones on.
* Provide your contact details for homeowners who have recently moved in.
* Ensure everything is secured and compliant to GDPR.