



Building Shutdown and Re-open Checklist

Use this checklist when shutting down a building and site before a disaster and to re-open it when it's safe to do so. Consult with your engineer and vendors to customize this list to your building and its needs.

Building address:			
Building Protection Team Leader:		Date:	
Phone number:		Email	

Electrical			
Tasks	Initial when complete	Time shutdown	Time re-open
Electrical service entry points protected.			
If no utility power, ensure arrangement for a backup generator with at least three days' power.			
Protect all circuitry and connections for switch gear.			
Building emergency lighting in common areas, such as hallways, utility rooms, flood lighting and office.			
Review proper shutdown procedures on equipment per manufacturer's specification to prevent surging.			
Emergency backup power engaged, with at least a three day supply of fuel in place and safely stored.			
Disengage emergency door alarm to allow for resident entry and exit.			
Engage transfer switch for generator.			
Notes			



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Mechanical Air Handling			
Tasks	Initial when complete	Time shutdown	Time re-open
Engage automatic controls and monitoring systems.			
Roof-mounted equipment secured.			
Battery-powered backup smoke alarm system engaged and batteries checked.			
Notes			

Site Perimeter			
Tasks	Initial when complete	Time shutdown	Time re-open
All freestanding equipment and materials including patio furniture and loose tools tied down or anchored.			
Protect perimeter with sand bags, perimeter flood protection, flood gates.			
Windows fastened and secured.			
Notes			



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Elevators			
Tasks	Initial when complete	Time shutdown	Time re-open
Elevators shutdown and recalled above flood level.			
Notes			

Fuel			
Tasks	Initial when complete	Time shutdown	Time re-open
Place fuel storage tanks in a safe area and tighten valve caps.			
Remove chemicals from benches and shelves and store in a secure area.			
Notes			



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Resident Communication			
Tasks	Initial when complete	Time shutdown	Time re-open
Have backup copies of all keys.			
Work with Resident Engagement Team Leader to alert residents not to deposit trash in compactors until further notice.			
Work with Resident Engagement Team Leader to communicate to residents not to flush toilets if one-way check valve engaged.			
Work with Resident Engagement Team Leader to ask residents to remove air conditioners and all other items from windows and balcony ledges.			
If intercom disconnected, work with Resident Engagement Team Leader to ensure other communications systems are in place to contact residents.			
Notes			

Other			
Tasks	Initial when complete	Time shutdown	Time re-open
Move building, specs, plans, operational manuals and vital records to a secure location.			
Relocate all vehicles to higher ground.			
Notes			