



# RVT's Pre- Christmas Shutdown Checklist

Things to check on site:	
Is everything clean and tidy and have foot paths been cleared of building materials?	
Has waste been removed from site? Have bins been emptied?	
Have keys been removed from machinery?	
Are all tools and machinery secured safely?	
Have the security alarm systems been tested? Ensure they are armed when the site closes.	
Open structures – Has the building been sealed as best as possible?	
Closed structures - Are windows and doors locked?	
Roof construction material secured and debris removed from roof?	
Perimeter checks – Is the perimeter secure? Don't forget to check, fences, gates and out buildings etc.	
Is there safety signage around perimeter to deter people entering the site?	
Have you covered trenches and shafts?	
Do brick walls need to be braced?	
Have up to date out of hours emergency contact details been circulated/ displayed on signage?	
Ladders removed to stop people climbing unsafe structures?	
Have you booked onsite/ remote security staff to monitor the site?	
Do you need to pre-book mobile heaters to dry out buildings when you return to site?	
Ventilation systems shut down?	
Water and power supplies isolated?	
Fuel containers locked?	
Windows taped and glass doorways marked?	
Regular activities cancelled? Newspapers. Lunch vans, bin pickups, cleaners etc.	
Relevant stakeholders informed of contact number and return to work dates?	

**Happy Holidays from all of us here at RVT Group!**

Please note, we have tried to cover all bases, however you may need to add additional site-specific items to this check list. RVT take no liability for any issues arising from the use of this document.