



# COVID-19 Extended Shutdown CONSTRUCTION PROJECT MANAGEMENT

Per Governor Whitmer's Executive Order, all construction that falls outside of the defined allowable projects must cease until the restrictions of the order are lifted. For those projects on hold, tasks that are strictly necessary to preserve the current condition of the project can continue while the order is in effect, such as installing temporary security and performing weatherization measures.

Utilize the following best practices to help preserve your districts' construction property and help reduce exposures.

## PERFORM ROUTINE INSPECTIONS

- Inspect all facilities and document their existing conditions, especially structures that are more susceptible to a loss during an extended shutdown.
- Take photos and keep detailed notes documenting the pre-shutdown condition of the construction site.

## TAKE ACTION TO PREVENT COMMON CONSTRUCTION CLAIM TRIGGERS

### FIRE

- Limit the amount of flammable or combustible liquid stored in construction areas.
- Remove dumpsters from the construction site and do not allow combustible waste materials to accumulate.
- Establish protocols for using temporary heating devices and maintain appropriate internal temperatures above 40 degrees Fahrenheit at all times.
- Shut down and secure all non-critical electrical systems and circuits.
- Monitor and maintain fire protection and alarm equipment and systems.
  - If active, maintain service of fire sprinkler system and monitor at all times.
  - If inactive, drain all sprinkler lines and shut off and secure main water valves.

### WEATHER

- Monitor weather in anticipation of additional, preparatory actions as necessary.
- Inspect permanent and temporary roofs and walls to ensure they can properly protect against the elements.

### THEFT / VANDALISM

- Ensure a secure perimeter around the project.
- Post warning or "No Trespassing" signs.
- Do not allow random items to be piled up on either side of a fence as it may create a "climbable" condition and compromise security.
- Increase police patrols in the area.
- Remove all uninstalled materials from the construction site, whenever possible.
- Protect property that remains on-site from damage caused by theft, water and fire.

### WATER

- Implement protocols to ensure water lines are drained, where appropriate.
- Provide a secondary power source (i.e., generator) when using sump pumps or other water pumping systems.
- Do not leave any temporary seals, penetrations, walls or roof exposed to weather and water. If temporary solutions must be used, inspect daily for leaks or failures.

*This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.*