

Facility shutdown maintenance checklist

Task	Status	Notes
Ensure valves and shut-offs (air, water, and gas) are operational and turned off.		
Record the location of all valves being turned off.		
Complete a proper purge of all necessary systems (ie. glue pots) before turning them off.		
Clean production lines and ensure all lines are clear of any materials or half-built items or materials.		
Mark scheduled maintenance that will be missed during the shutdown with a specific identifier for tracking and reporting purposes (ie. Incomplete - COVID shutdown)		
Adjust scheduled maintenance frequencies and triggers to adjust for the shutdown period.		
Create a list of maintenance work to be completed during the shutdown period.		
Contact inventory suppliers to modify orders as necessary to account for the shutdown period.		
Create a schedule for maintenance work during the shutdown, including precautionary start-ups for required equipment. Contact third-party contractors to discuss scheduled work and details.		
Create standard operating procedures and health and safety guidelines to track and communicate with individuals coming in and out of the facility during the shutdown.		