

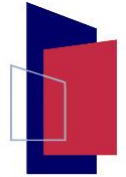
DOB Shutdown Procedure

Notification Protocol:

- 1) Establish written guidelines for shutdown for communication to all project partners. Communication should include durations for shutdown, personal allowed onsite during shutdown period (i.e. ownership, GC, site security, etc.).
- 2) Notification to emergency protocol team. Attached for reference.
- 3) Notification to Site Security.
- 4) Confirm if security guards will be onsite during shutdown. Security guards will also be asked to report any obvious damage or remedial work that is needed to HRCG.
- 5) Establish contact with badging service provider. Place hold on trade badges for duration of shutdown.
- 6) Provide Notification to all subcontractors. Notification will be made electronically (email) and phone calls. Please see attached project directory for reference.
- 7) Project team will maintain a log assuring all parties have been reached.
- 8) Proceed with work at home procedures for project staff during the shutdown period. Please note that all HRCG staff will remain dedicated to the project, and focus on items such as submittals, engineering, MEPS coordination, material tracking, safety paperwork, establishing a closeout monitor, QA/QC for upcoming activities, logistics plans, sequencing schedules, and focus on a recovery and/or acceleration plan when work resumes.

Prior to demobilization, perform 'make safe' of the project site in accordance with DOB guidelines:

- 1) E-mail the NYCDOB at COVID-19@buildings.nyc.gov - Included in the Subject Line will be the location of the construction site and the period of time for which you expect it to be closed. Upon reopening the site, use the same e-mail address to update NYCDOB.
- 2) Have the site secured to prevent access from any unauthorized personnel. This includes maintenance of construction fencing and posting of permits.
- 3) Maintain and secure all scaffolding, debris netting, sidewalk sheds, and temporary walkways.
- 4) Maintain all adjoining property protection.
- 5) Maintain all guardrails, edge protection systems such as netting and cocoon systems, and floor and shaft opening protection.
- 6) Store and maintain cranes in accordance with manufacturer recommendations and approved CN drawings.
- 7) Ensure the proper shoring of excavated sites or backfill.
- 8) Ensure construction equipment is safely stored and maintained in accordance with manufacturer recommendations.



- 9) Ensure construction materials are safely stored. Any light-weight materials susceptible to becoming wind-borne must be removed from the site, tied-down, or ballasted.
- 10) Maintain any fire suppression and detection systems.
- 11) Maintain all essential utilities.
- 12) Remove any volatile gases and liquids.
- 13) Remove any standing water and construction debris. Mini Containers to be emptied of all food and construction debris.
- 14) Ensure public sidewalks are clear and clean.

Inspections and maintenance:

- 1) Once site is secured and shut down, if permitted by city and/or state guidelines and restrictions, inspections will be made weekly by a rotating HRCG team made up of HRCG Assistant PM's, PM's, Assistant Supers, and Supers led by a NYCDOB Licensed Individual inspecting all as outlined in section 2 above.
- 2) HRCG Labor Force (Local 79) and Carpentry / OSHA Protection Contractors will be on call for any items requiring immediate repair.
- 3) HRCG Labor Force (Local 79) will provide cleanup of public sidewalks and entranceways as necessary. They will also maintain perimeter fencing and report any damage or immediate repairs back to HRCG management.
- 4) If any inclement weather presents itself, inspect switchgear rooms to ensure there is not a build-up of any rainwater that needs to be evacuated.
- 5) In addition to weekly visual inspections by HRCG, Scaffolding Installers to conduct weekly inspections and any required maintenance of the Site Fences and Sidewalk Bridges located on Willoughby and Ashland. Inspection by Scaffolding Installers will also be done prior to and after severe weather.
- 6) In addition to weekly visual inspections by HRCG, Hoist Installers to conduct weekly inspections and maintenance of the Hoist. Inspection by Hoist Installers will also be done prior to and after severe weather.
- 7) In addition to weekly visual inspections by HRCG, Superstructure Contractors to conduct weekly inspections and maintenance of the Tower Crane. Inspection by Superstructure Contractors will also be done prior to and after severe weather.
- 8) HRCG will monitor and maintain all required agency permits.
- 9) For any work being done on site as stated above a NYCDOB SSM (HRCG or Safety Consultant) will be present.