

# SAFEGUARDING YOUR EQUIPMENT IN CHALLENGING TIMES

Whether a major event shuts down your business completely, or allows you to continue operating at reduced capacity, you'll be glad you developed a solid Business Continuity Plan (BCP). No matter which scenario you may find yourself in, it's important to recognize that the risks to your business evolve with the state of your operations.

When it comes to protecting your critical equipment, at a minimum your BCP should outline how you will operate, fix, shut down and even restart your equipment. And if it's missing some key considerations, we can help!

**Review the following best practices and complete the checklist below to help you minimize potential damage to your equipment and build resiliency within your business.**

## IMPORTANT:

- This checklist provides general guidance only.
- Please refer to the terms and conditions of your policy for further details regarding your obligations with respect to shut down facilities, including office locations and project sites.
- In the event of any conflict between this general guidance and your policy, the terms of your policy will govern.

## Electrical

☐ **Ensure that testing and routine checks of your emergency generator and auto-transfer switch are current.**

Responsible person's name:

Frequency of checks:

Actions taken:

**Determine whether power is being supplied to critical equipment:**

☐ **During reduced operational hours**    ☐ **After hours**

Responsible person's name:

Actions taken:

☐ **Confirm that power has not been turned off to the boiler recirculation pump or the sump pump.**

**(We may be tempted to reduce power consumption, but these pumps still need to remain in service.)**

Responsible person's name:

Actions taken:

---

## **Boilers**

☐ **Confirm whether fewer boilers are needed for heating or process.**

Responsible person's name:

Actions taken:

- ☐ **If your boiler is not in use for an extended period of time, determine if you should take the boiler “offline” and prepare it for a time of safe inactivity.**

(This process is known as “laying up the boiler”. It’s performed to prevent corrosion, enhance the boiler’s longevity, and reduce downtime and maintenance costs. Dry lay-up should be used when the boiler will be shut down for an extended period or when there is no urgency to restart. Wet lay-up is usually advised if the boiler will be shut down for less than 30 days. Consult with your water treatment contractor if wet lay-up is required.)

Responsible person’s name:

Actions taken:

- ☐ **Ensure that heating is maintained in unmanned sections of the facility to prevent freeze up or utilize freeze stats (i.e. temperature sensors) and/or water leakage detectors in areas that are susceptible.**

Responsible person’s name:

Actions taken:

---

## Production Machines

- ☐ **Follow the equipment manufacturer’s recommendations for prolonged shut-down as needed.**  
(Utilize the opportunity to conduct routine checks and maintenance if trained staff are onsite.)

Responsible person’s name:

Actions taken:

---

## Cold Storage Facilities

☐ **Test the remote alarm system prior to extended periods of absence or reduced staff presence.**

Responsible person's name:

Frequency of testing:

Actions taken:

---

## Air Supply

☐ **Turn off surplus compressors and open the drain valve whilst bringing the air receiver pressure to zero.**

Responsible person's name:

Actions taken:

☐ **Conduct an annual test of the relief valve prior to shut down and replace or service the valve if defective.**

Date:

Time:

Responsible person's name:

Actions taken:

---

## General

- ☐ Carry out additional checks prior to shut down including, but not limited to, vibration analysis or ultrasonic testing of rotating equipment (if a program is in place) – this allows repairs to be completed when equipment is idle.

---

## Equipment Startup

- ☐ Follow the start-up procedures for your equipment after a prolonged shut-down or period of reduced operations.

Responsible person's name:

Actions taken:

- ☐ Conduct testing required for your equipment, including critical production machinery, prior to turning power back on.

(For example, check the insulation resistance on large electric motors and carry out dehumidification for electronic/electric components.)

Responsible person's name:

Actions taken:

☐ **Do your research! Keep in mind that procedures may not necessarily be equipment specific, and there are times when the system as a whole must be considered.**

(One such scenario is highlighted in the HPAC Engineering article "[Looking Ahead: How to Restart Stagnant Building Water Systems](#)" by Peter De Marco, EVP, IAPMO.)

Notes:

---

While your equipment may not be operating at its full capacity, recognize that there may also be a silver lining. Whenever possible, use the opportunity to service standby equipment during reduced operations and consider carrying out major annual service or testing of equipment. For example, now may be a good time to service a main transformer or main distribution panel, which typically requires a complete shutdown prior to resuming full operations. Above all, once normal operations have resumed, use the lessons learned from the experience to adjust/update your Business Continuity Plan.