



121 WEST TRADE

DAILY PROJECT RISK IDENTIFICATION CHECKLIST

TENANT NAME	FLOOR(S)					
Daily work activities should not be started until all identified risks are removed or isolated. If the risk cannot be adequately removed or isolated, the Chief Engineer must be contacted for direction prior to starting any work effort(s). If all systems cannot be restored to normal service, the Property Manager or Chief Engineer must be contacted before leaving the property.	Does this exist on this project?		Has this risk been removed?		Have all systems been restored to normal operation?	
AREAS OF RISK TO BE IDENTIFIED.	Yes	No	Yes	No	Yes	No
Area Smoke Detectors						
Area Pull Stations						
Horn/Strobe Devices						
Electrical Branch Circuits/Receptacles						
Building Automation System Thermostats						
OVERHEAD/ABOVE CEILING RISK						
Fire/Sprinkler System Piping						
Plumbing Piping						
Condenser/Chill Water Piping						
Telephone/Communication Wiring						
Unidentified Wiring above Ceiling						

Key Building Rules and Regulations

- Technician must sign in with Security and check out an ID Badge which must be worn at all times in plain sight. This access badge is not allowed to be taken off site and must be returned to Security when leaving.
- All Contractors/Technicians must conform to proper dress code, i.e., no shorts, tank tops, bare backs, or bare feet.
- All Contractors/Technicians will be restricted to use of the freight elevator only.
- Technicians will take all proper precautionary measures to protect work areas. This will include but not be limited to ceilings, walls, floors, and doors.
- Under no circumstances will any egress path, fire exit door, or stairwell be blocked. Fire exit doors shall not be propped open or have the locking function disabled. Technician shall not loiter in any common area of the building. All tenant spaces are off limits, and tenants are not to be disturbed or their activities disrupted. If access to an occupied tenant space is required, please contact the Property Manager.
- Loud noises associated with construction or rehab work, radios, or stereos are prohibited.
- Electrical, Telephone, and Mechanical Rooms are not to be used as storage for tools, equipment, supplies, or materials without prior written approval from the Property Management team.
- Smoking is not permitted anywhere in the building including stairwells.
- Cursing, roughhousing, or any other objectionable conduct shall result in the immediate halting of work and expulsion from the premises.
- Technicians/Vendors shall take all necessary precautions to prevent any false fire alarms. Type of activities that can generate alarms include but are not limited to welding, sawing, sweeping, painting, sanding, soldering, brazing, etc. Contractors/Vendors shall not conduct these types of activities without notifying the Chief Engineer and the Security control center.
- Any cleaning costs resulting from construction/demolition in common areas will be billed to the General Contractor.
- Parking in the loading dock area or the alleyway is prohibited except for the unloading of materials (30 minute maximum).
- The trash dumpster is not to be used by the Contractor/Vendor. Trash removal is to be scheduled as a pickup/delivery.
- A Certificate of Insurance must accompany all work done by a Contractor/Vendor to operate within the building.

This section is to be signed by all parties present during walkthrough to identify risks using the Initial Risk Identification Check List.

Security Representative

Name Date/Time

Contractor/Vendor Representative:

Name Date/Time

This section is to be signed when all systems that were removed from service or isolated have been restored to normal operation.

Property Management Team Representative

Name Date/Time

Contractor/Vendor Representative

Name Date/Time