**Site Closedown Action Plan**

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| **Site Name and COINS Number:** |  |
| **Date of Meeting:** |  |
| **Chaired by:** |  |

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| **Attendees** | |
| **Position and Name** | **✓ If they attended** |
| **Construction Director:** |  |
| **Contracts Manager:** |  |
| **Quantity Surveyor:** |  |
| **Field Sales Manager** |  |
| **Site Manager:** |  |
| **Customer Care Manager:** |  |
| **Engineer/ Technical:** |  |
| **Estates/ Adaptions Manager:** |  |
| **Group Health, Safety and Environment Advisor:** |  |

**Notes:**

* This meeting should be carried out 3 months prior to the expected completion date of the site.
* Once complete this document must be sent to each Head of Department
* The meeting should be overseen by the Construction Director
* The Managing Director and the Construction Director must sign this document once the site is complete and a final inspection and risk assessment has been completed.

**ACTION PLAN**

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| **Health, Safety and Environmental** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y/N** | **Action Date** | **Action Completed Date** | **Remarks** |
| Removal of site compound |  |  |  |  | *If management are remaining on site, office and welfare facilities must be arranged.* |
| Service disconnected |  |  |  |  |  |
| Removal and transfer of:   * Materials * Signage (Site and Sales) * Fencing * Plant and Machinery |  |  |  |  |  |
| Making good of Compound and Storage areas, removal of all building materials, waste etc. |  |  |  |  |  |
| Photographs of roads and paths |  |  |  |  | *Must be clear and cleaned to an acceptable standards* |
| All risks and potential trip hazards removed |  |  |  |  |  |
| Removal of any temporary silt control measures e.g. fencing, hay bales, silt mats etc. |  |  |  |  | *This includes both on site and off site controls / mitigation* |
| Removal of any monitoring equipment in relation to dust, noise, water quality |  |  |  |  |  |

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| **Health, Safety and Environmental Documentation** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y/N** | **Action Date** | **Action Completed Date** | **Remarks** |
| CDM File |  |  |  |  |  |
| Incident reports |  |  |  |  | *Kept for 3 years post incident* |
| Statutory Registers |  |  |  |  |  |
| Project Environmental Plan |  |  |  |  | *See section 12 – Project Closeout* |
| Waste transfer notes and hazardous / special waste consignment notes |  |  |  |  | *Kept for 2 years (non-hazardous waste) and 3 years (hazardous waste) respectively*  *Tickets must be stored either electronically or physically. Physical copies must be kept in a waste documentation folder (and archived by Commercial Dept.)* |
| As built drawings |  |  |  |  | *Archived by the Technical Dept.* |
| Operating and maintenance procedures |  |  |  |  |  |
| Service drawings |  |  |  |  |  |
| Construction methods and materials used |  |  |  |  |  |
| Street Lighting certificate |  |  |  |  |  |
| Foundation records |  |  |  |  |  |
| Other Issues |  |  |  |  |  |

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| **Customer Care** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y?N** | **Action Date** | **Action Completed Date** | **Remarks** |
| Plot File documentation complete – CML, NHD, KR etc. |  |  |  |  |  |
| Problem issues still to be resolved / responsibility |  |  |  |  |  |
| Outstanding issues – CC o/s issues report / responsibility |  |  |  |  |  |
| Provision for future Site Maintenance, Management Company (if applicable), POS upkeep, pumping station arrangements etc. |  |  |  |  | *If pumping stations remain under the control of PH then signage must be provided on fencing with out of hours emergency response contact details* |
| Notification to Customers of site closure |  |  |  |  |  |
| Other Issues |  |  |  |  |  |

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| **Sales** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y?N** | **Action Date** | **Action Completed Date** | **Remarks** |
| Sales cabin/show home removed/closed Sales signage removed |  |  |  |  |  |
| List of Site and Sales office furniture and transfer instructions |  |  |  |  |  |
| Sales suite reconfigured to sell |  |  |  |  |  |

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| **Adoption Works** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y?N** | **Action Date** | **Action Completed Date** | **Remarks** |
| Programme for Wearing Course   * Drives * Footpaths * Roads |  |  |  |  | *Sub-contractors may need to take on the role as the PC and ensure that the correct CDM requirements are available such as welfare, correct level of supervision and site security/public protection are in place* |
| Street signage displayed |  |  |  |  | *To include street names* |
| Fibrenest/BT/Virgin recoveries |  |  |  |  | *Rebate claimed from provider* |
| Additional POS works, Play areas, pumping stations etc. |  |  |  |  | *An inspection regime must be in place for play areas that are under our control.* |
| Contractor appointed for any remaining works |  |  |  |  |  |
| Street lighting functional |  |  |  |  |  |
| Adoption inspections to co-ordinate / bond reduction and cancellation |  |  |  |  |  |
| Other Issues |  |  |  |  |  |

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| **Discharge of Planning Conditions** | | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y?N** | **Action Date** | **Action Completed Date** | **Remarks** |
| S106/278 remaining works / liabilities quantified |  |  |  |  |  |
| Other Issues |  |  |  |  |  |

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| **Commercial Overview of the Site** | | | | |
| **Item** | **Person Responsible** | **Supporting documents attached Y?N** | **Action Date** | **Remarks** |
| Cost to complete (CTC) management |  | N/A | N/A | *Reviewed* |
| Orders placed for removal of compound/fencing etc. |  |  |  | *Suitable allowance to be made for site tidy up (skips etc.)* |
| Sub-Contractor (SC) Final Accounts submitted / agreed |  |  |  | *FA schedule to be provided as supporting documentation* |
| SC retention position known, values, dates for release etc. |  |  |  |  |
| Transfer of materials/plant/staff to alternative sites |  |  |  | *Coding up be updated on orders* |
| Other Issues |  |  |  |  |

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| **Any other issues?** |
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| **Final inspection** | |
|  | **Names and Date** |
| Final inspection carried out by the Group Health Safety & Environment Advisor and Contracts Manager |  |
| Risk assessment of site completed.  This must identify known hazards and set a frequency of on-going periodic inspection until handover to the local authority/ management company*.* |  |

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| **Senior Management Sign Off** | | | |
| **Position and Name** | **Date** | **Signatures** | **Remarks** |
| Managing Director: |  |  | *Must only sign if they are satisfied:*   * *That the site is completely closed* * *All the actions in the action plan have been completed* * *A final inspection of the site has been completed* * *A risk assessment is in place to ensure adequate measures for ongoing risks until handover to the local authority* |
| Construction Director: |  |  |  |