

Temporary Building Opening Up Checklist Following Covid -19 Shut Down

Building shutdown considerations 2 weeks + Opening up

- Test Fire Alarm System & confirm with the Alarm Receiving Centre that auto dial out is fully functioning
- Test Intruder Alarm System & confirm with the Alarm Receiving Centre that auto dial out is fully functioning
- Test Emergency Light Systems for out of hours entry
- Check External Lighting is functioning for out of hours entry
- Turn on all necessary electrical equipment
- Ensure all required battery charging/charges are reconnected to the electrical supply's
- Unsecure all Compactors & Euro Bins to be ready for operation
- Check all chemicals, ignitable liquids, COSHH etc. have not been disturbed and remain stored safely and secure
- Switch on all Water Heaters, Kettles etc.
- Re-Set all A/C and Heating Systems to summer mode as required
- Reconnect water supplies as required, flush any lines being mindful of any potential Legionella issues on re-entry
- Restore Gas, Water & Electricity supplies ready for operational status
- Restore Compressed Air and drain down ring mains
- Check back-up generators and ensure fuel levels are maintained
- Check all Fire Doors are functioning before re-entry of users
- Conduct a walkthrough to ensure the building has no facility issues (leaks, breakdown etc.) before re-opening
- Check Security of building/s and check intruder alarms
- Ensure all final exit site gates are serviceable and fully functional
- Check daily security checks of all buildings and site walkarounds where appropriate

Building Administration Preparation

- Ensure all home mobile phones & laptops are returned once homeworkers return**
- Remove forwarding of desk phones to appropriate staff**
- Inform Fire Service and Police of Building has been reopened if required**
- Inform Royal Mail of opening and to remove any redirect or retained Post order**
- Review BCP & Emergency Preparedness & Response plans with key personnel to capture any lessons learned from shut down**
- Inform landlord, if applicable, of opening, and provide appropriate contact information**
- Check any refrigerators, etc. clean as required**
- Notify Insurance Company of intended opening and date**
- Notify all Service Providers and suppliers of intended opening and date**
- Check with Maintenance Team and review any callout or emergencies**

N.B

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