



**FACILITIES
MANAGEMENT
SOLUTIONS**

FACILITIES MANAGEMENT SOLUTIONS

Re-opening your buildings post Covid

An essential checklist for building and estates managers, facilities managers and landlords.



Building re-opening

COVID-19 has presented unprecedented challenges to those responsible for managing and maintaining buildings safely and securely during this crisis.

Now with the vaccination roll-out on schedule and a roadmap in place that will see lockdown measures eased and many businesses returning to normal, the safe reopening of commercial buildings is critical.

Before anyone can return to a building there is much that needs to be considered to ensure that people are able to return to a safe environment. The length of time that a building has been fully or partially closed and the level of maintenance that has been carried out while the building was out of operation will all have an impact on the extent of preparations needed.

The below checklist is therefore intended to be a useful guide to help building and estates managers, facilities managers and landlords identify and plan to reopen while mitigating any key risks that might arise.

Fire Safety

It is advisable to test the following systems before reopening a building:

- Fire extinguishers – are they in the correct locations, readily accessible and fully charged? (Fire extinguishers should be annually inspected & certified)
- Fire sprinkler protection systems components and alarms should all be tested
- Verify that all fire doors can close automatically and have not been damaged
- Emergency exits should be inspected to make sure they are fully operational
- Inspect all ladders, external stairways and fire escapes (all ladders are to be load tested & inspected annually).

Access Control and Security Systems

- Test all video surveillance equipment for picture quality and damage
- Check intruder alarm systems
- Test access control systems for functionality
- Distress alarm functionality

Plumbing and Water Maintenance

- Inspect all critical boilers, pumps, chillers, cooling towers, ventilation and support equipment to make sure that are in all good operating condition
- Water hygiene testing and water stagnation within storage tanks & pipe work – check any water storage that could be sitting in taps, shower hoses or drinking fountains etc.
- Legionella testing, chlorination & flushing regimes
- Reduced pressure zone valves testing (RPZ) - this protects the wholesome drinking water from a heating or chilled system back flowing and mixing
- Sewage functionality including grease traps, toilets and cubicles

Grounds Maintenance and Access Points

- All entrances to the site and buildings should be checked to assure that locks, hinges, frames, doors and windows are in good repair and operational. This should also include skylights, roof hatches, fences and gates
- With spring approaching your grounds maintenance may have recently been ignored meaning grass cutting, hedge/tree works, path clearance etc may need bringing up to speed.

Air Conditioning

- Air handling units (AHU) provide ventilation, fresh air, heating and cooling to the building and regular belts and filter changes are vital for optimum efficiency and air quality
- AHU air filters are known for cleaning allergens, particles and other impurities out of the air. Therefore, it is important to ensure regular maintenance for optimum air quality for your employees
- The main reason air conditioning checks are recommended is that they can identify current or potential air con problems with your system's functionality. Unidentified problems can lead to more serious issues, such as a malfunction, leak or even a complete breakdown of your air conditioning system
- We should now be maximising the fresh air in workplaces by both mechanical and natural ventilation

Health and Safety

- New COVID regulation signage and screens need to be in place (including barriers, floor stickers and intercoms etc.)
- Additional hand washing and hand sanitizing facilities should be included
- Is there enough ventilation in the premises based on COVID advice?

Electrical Safety

- Emergency light testing and checks should be made (these should be done annually)
- Fixed wire testing checks should be carried out every 5 years
- Lift inspection and servicing - these may not have been used for a long period of time
- Portable Appliance Testing (PAT) – are all electrical goods within the workplace that are plugged in up to date with their PAT? This should be an annual check.

Specialist

- Asbestos air testing surveys may be overdue – check that your building asbestos register is up to date

Building Exterior

- All roofs and exterior parts of the buildings should be inspected cleaned and repaired where necessary
- Attention should be paid to gutters and roof drains
- Window cleaning

Get in Touch

Facilities Management Solutions can provide support in managing all of the above considerations, giving you peace of mind and security when it comes to re-opening your building.

We appreciate that the above tick list is a general list and requirements will vary depending on the type of building you manage.

We provide solutions for companies and properties of all sizes and our team of experts are readily available for specialist work that doesn't fall into the average, whatever the job, we'll be able to provide a solution.

To book your free site visit or obtain a no obligation quote, please contact us today on **01908 034040** or email **info@fmsolutions.co.uk**

