**Checklist for Reopening Buildings After an Extended Shutdown**

**1. INSPECT**

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|  | Plumbing – flush hot and cold water through all the lines, check for leaks, |
|  | Sewer Vents - check roof vents for debris, pour water down drains with dry u-traps |
|  | HVAC – check for condensation in ducts or on coils, standing water in condensate pans, mold/bacterial growth |
|  | Fire Suppression Systems – check that valves are open, sprinkler heads are free of debris |
|  | Fire Extinguishers – mounted and marked, pin in place, fully charged |
|  | Building Exterior – check for damage, stinging insect nests, garbage/biohazards, etc. |
|  | Look for signs of water intrusion/mold such as odors, visible growth, wet spots - around windows, on ceiling tiles, interior junction of floor and wall near downspouts, near irrigation systems, around plumbing, etc. |
|  | Look for signs of rodent/insect activity--such as structural damage, droppings, and live/dead –animals—under equipment/appliances, around windows, in food storage areas, dark/quiet spaces like closets, etc. |
|  | Check chemical storage for leaks/spills – custodial closets, under kitchen sink, etc. |
|  | Inspect first aid kits for expired items |

**2. TEST**

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|  | Alarm Systems – fire and security |
|  | Lighting – ambient and emergency |
|  | Backup/emergency Generators |
|  | Doors and windows are operable |
|  | Soap/paper towel dispensers are operable |

**3. CLEAN AND DISINFECT**

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|  | Clean and disinfect bathrooms and breakrooms |
|  | Clean work areas– dust, vacuum, soap and water if visibly soiled (COVID-19, disinfection not required if vacant less than 3 days ) |

**4. COVID-19 PREVENTION**

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|  | HVAC |
|  | \_\_ Improve filter efficiency to MERV-13 or greater if compatible with system |
|  | \_\_ Increase amount of outdoor air |
|  | Provide physical distancing of 6 feet or more for stationary work stations, breakrooms, etc. |
|  | Install hand sanitizer stations in high traffic areas – entries, outside bathrooms/breakrooms |
|  | Provide outdoor break/lunch areas if possible |
|  | Provide face coverings and hand sanitizer as needed |
|  | Establish symptom screening process – self-assessment or screening station |
|  | Post signage/markings |
|  | \_\_ Entries – symptom list, face covering requirements, physical distancing  \_\_ Handwashing sinks/hand sanitizer stations – proper hand hygiene  \_\_ Walkways, elevators, etc. – direction of travel, where to stand |

**5. REOPEN**

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|  | Communicate pre-opening activities to returning occupants |
|  | Establish system for reporting problems with building systems |