### COVID-19 Re-Opening an Empty Building Checklist

INSTRUCTIONS

Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to Government announcements on return to work and complete **before** reoccupation.

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|  | **Building Re-occupation Checklist** |
|  | Yes  | No  | N/A | Action Required |
| Statutory Checks |  |
| Is the five yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory? |  |  |  |  |
| Is the gas safety certificate(s) in date for annual review |  |  |  |  |
| Plant Rooms: Has all plant and equipment been suitably serviced? |  |  |  |  |
| Has PAT testing been completed where relevant? |  |  |  |  |
| Have all pressure vessels been examined as per the scheme of examination? |  |  |  |  |
| Fire Safety |  |
| Have you reviewed your Fire Risk Assessment (FRA)? |  |  |  |  |
| Are boiler rooms and electrical cupboards free from combustible storage? |  |  |  |  |
| Are skips and bins a safe distance away from your building(s)? |  |  |  |  |
| Have you informed your Alarm Receiving Centre (ARC) of your re-occupation (where necessary)? |  |  |  |  |
| Has the fire alarm system been serviced within the timescale outlined by the contractor? |  |  |  |  |
| Has the fire alarm been tested weekly during the lockdown period? |  |  |  |  |
| Is the fire alarm functioning correctly? |  |  |  |  |
| Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality? |  |  |  |  |
| Are all fire extinguishers in place and free from defects? |  |  |  |  |
| Have all fire suppression / sprinkler systems been suitably maintained and have sufficient pressure (where appropriate)? |  |  |  |  |
| Have fire dampers been maintained (within the last twelve months)? |  |  |  |  |
| Have the automatic smoke vents been maintained (within the last twelve months)? |  |  |  |  |
| Has the lightning protection been tested and maintained (within the last twelve months)? |  |  |  |  |
| Emergency Lighting |  |
| Has the emergency lighting system been serviced (within the last twelve months)? |  |  |  |  |
| Has the emergency lighting been tested monthly during the lockdown period? |  |  |  |  |
| Is the emergency lighting system fully functional? |  |  |  |  |
| Building Security |  |
| Is there any damage to the structure, roof, windows or fixtures? |  |  |  |  |
| Is the CCTV system functioning correctly? |  |  |  |  |
| Is the intruder alarm functioning correctly? |  |  |  |  |
| Contractors |  |  |  |  |
| Have contractors been re-engaged (where possible)? |  |  |  |  |
| Can contractors be controlled on site? |  |  |  |  |
| Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises? |  |  |  |  |
| Water Safety |  |
| Has your Legionella Risk Assessment been reviewed? |  |  |  |  |
| Is there a re-commissioning plan (where necessary)? |  |  |  |  |
| Has weekly flushing of all unused/little used outlets (including external taps) been completed during lockdown? |  |  |  |  |
| Have temperatures been checked against acceptable ranges? |  |  |  |  |
|  | Recorded temperature |  |  |
| *Cold water storage tank (maximum 20oC)* |  |  |  |
| *Hot water storage tank (minimum 60oC)* |  |  |  |
| *Sentinel tap (Furthest tap from the boiler. Minimum 50oC)* |  |  |  |
| Have all spray fittings been removed, descaled and replaced? |  |  |  |  |
| Is Thermostatic Mixing Valve (TMV) maintenance up to date? |  |  |  |  |
| Has the system been disinfected/chlorinated (including water tanks) where necessary? |  |  |  |  |
| Utilities  |  |
| If any utilities have been temporarily shut off, have these been turned back on? |  |  |  |  |
| Equipment |  |
| Are all first aid kits in place, in date and fully stocked?  |  |  |  |  |
| Has the defib(s) been checked for safe operation? |  |  |  |  |
| Has all equipment been switched on and checked for correct function? |  |  |  |  |
| Are all necessary guards in place and are undamaged? |  |  |  |  |
| Has equipment been serviced or maintained as necessary by a competent person? |  |  |  |  |
| Have the annual services been completed on all oil / electric boilers? |  |  |  |  |
| Have all 6 monthly LOLER checks been completed by a competent person? |  |  |  |  |
| Have all window restrictors been checked to ensure they are in place and safe? |  |  |  |  |
| Staffing |  |
| Have risk assessments and plans been reviewed and agreed with vulnerable persons? |  |  |  |  |
| Has your lone working risk assessment been reviewed? |  |  |  |  |
| Are there sufficient staff on site to undertake safety critical roles e.g*.* first aiders, maintenance, fire wardens? |  |  |  |  |
| Is there sufficient supervision and support of staff? |  |  |  |  |
| Does re-occupation need to be staged to maintain social distancing? |  |  |  |  |
| General |  |
| Has a pest control contractor visited the premises recently and are suitable controls in place? |  |  |  |  |
| Has any asbestos likely to have been disturbed during lockdown? |  |  |  |  |
| Has the insurance company been informed of the recommencing of activities within the premises? |  |  |  |  |
| Has re-occupation been considered within the Business Continuity Plan? |  |  |  |  |
| Can social distancing measures of at least 2 metres be observed, where reasonable, at all times? |  |  |  |  |
| Has a COVID-19 re-occupation risk assessment been completed to ensure controls are implemented to protect staff? |  |  |  |  |
| Has the risk assessment been communicated to all staff to ensure their awareness of requirements? |  |  |  |  |
| Have all areas to be occupied been deep cleaned? |  |  |  |  |
| Do you have sufficient cleaning staff, stock, processes in place to ensure that you can ensure that your premises remain safe? |  |  |  |  |
| Are there sufficient hand cleaning facilities made available, such as soap and hot water or hand sanitiser? |  |  |  |  |
| Do trees and boundary walls within your premises grounds appear visually safe? |  |  |  |  |
| Have you reviewed your last General Risk Assessment (GRA)? |  |  |  |  |

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| **Action required** | **By** | **Priority** | **Time scale** | **Completed** |
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