

Recovery Calendar

This recovery calendar provides a time-line of events that a building occupier should consider as they look to get ready for re-occupation.

We focus on three key stages plotting out issues and timings that should be considered at each stage in the run up to re-occupancy. This will help to ensure all property risk factors are correctly managed, giving building users confidence in the safety of the sites they will be returning to.

	Closed or reduced occupancy - Now and during closure	Pre-occupancy planning - Minimum of four weeks prior to re-occupancy	Preparation for re-occupancy - Two weeks leading up to & after re-occupancy
Comms to staff / Returning to work	<p>The primary goal of this period is to ensure that the building remains safe and secure, whilst limiting the running cost. There are still several legal and best practice factors to consider.</p> <ul style="list-style-type: none"> Build a regular and all-encompassing communication channel to enable your colleagues to stay connected with your organisation to update upon; <ul style="list-style-type: none"> How the business is coping with the impact How their colleagues are doing Advice upon staying healthy through the lock-down Advice on exercise diet and well-being Some fun elements to raise the spirits 	<p>The lock-down to recommissioning phase should be used wisely to ensure that as and when your section of the economy comes out of lock-down that you are primed to reopen your estate.</p> <ul style="list-style-type: none"> Continue with general communication strategy, but now add in your plans around recommissioning and return to work Emphasis on safety, social distancing and a view on the speed at which you may expect a return 	<p>In the final few days and during those first steps back into opening up a site, there are a number of last-minute checks and steps to give your staff and visitors confidence that the estate is safe to return to.</p> <ul style="list-style-type: none"> Communicate to staff about the changes to the workplace, explaining new ways of working, changes to building access, common area usage, visitor management and meetings. Build in comms specifically around mental well-being Consider nominating a site champion to connect with staff in those critical early days to restore confidence in returning to the site Recognise there may be a need to consider retraining some staff, particularly if they have been in furlough for a considerable period
Property Considerations	<ul style="list-style-type: none"> Check insurance policy for details of unoccupied threshold period Check lease agreement for rent cessation provisions Discuss rent and service charge costs with landlord (if applicable) 	<ul style="list-style-type: none"> Engage with managing agents / landlords representatives Clarify what levels of service will be available in the building Gauge extent of likely occupancy from other tenants Agree how tenant / agent meetings and communications will take place over the next six months and how lease queries can be dealt with 	
Building Compliance Simplified: Hard Services Fire Safety Building Systems	<p>Fire Safety</p> <ul style="list-style-type: none"> Clear perimeter of building removing combustible material Review Fire Risk Assessment for material changes Review Redcare notification process in case there are changes to service provision Carry out Fire Alarm sounder test as normal Continue weekly checks of wet sprinkler system <p>Building Systems</p> <ul style="list-style-type: none"> Understand current PPM position – ascertain which assets require statutory inspection Understand position on Statutory certification – will any lapse during period of closure Isolate or disconnect any non-essential power supplies Isolate any non-essential gas supplies Isolate any non-essential water supplies Drain down any stored water Isolate any lifts or escalators Key risks to systems that circulate or use water; development of bacteria, damage prolonged contact with water. Recommendations: <ul style="list-style-type: none"> Fortnightly flushing of any live taps/ outlets for 5 to 10 minutes Weekly flushing of any toilets Remove shower heads or spray outlets where not required Weekly charging of any drain traps, this will prevent drying out and foul smells entering the premises via the main drain Isolate any point of source water heaters and flush through until mains cold water temperature is attained at the outlets Complete monthly legionella sampling from sentinel points to confirm legionella control has been kept Weekly or fortnightly water sampling should be undertaken where possible and logbooks kept up to date 	<p>Fire Safety</p> <ul style="list-style-type: none"> Review Fire Risk Assessment for material changes, ensuring it is suitable and sufficient, including provision of Fire Wardens as the building starts to re-occupy <p>Building Systems</p> <ul style="list-style-type: none"> Thoroughly inspect for damage or issues caused by vacancy. The physical condition and operation of equipment and services supporting the building also should be assessed, including; <ul style="list-style-type: none"> Mechanical Systems Water Systems Chilled/condenser water Conveyances Potable water Fire Life Safety Systems Confirm lapsed statutory certificates and reschedule visit Review backlog and remedial maintenance, prioritise maintenance to critical assets and schedule works with supply chain Establish program for existing outstanding PPM schedule 	<p>Fire Safety</p> <ul style="list-style-type: none"> Fire alarm system will need a full test, maybe recommissioned Emergency lighting system will need a battery discharge test <p>Building Systems</p> <ul style="list-style-type: none"> Building systems should be started methodically to prevent load shed from a simultaneous start Depending on length of time equipment has been inactive, systems should be allowed to run for a period with careful observation to ensure valves, switches, etc. are operating correctly Specific system actions may be required to restart systems after prolonged shut-down. Sites may determine necessity for each of these items based on length of shut-down and condition as inspected
Soft Services Cleaning Grounds Security	<p>Cleaning</p> <ul style="list-style-type: none"> For partially opened buildings, review cleaning scope, reduce and introduce advanced cleaning and disinfection standards in occupied areas Ensure adequate stocks of consumables and PPE including hand sanitizers and soap <p>Security</p> <ul style="list-style-type: none"> For closed buildings, seal off letter boxes and have any post redirected Ensure all internal fire doors are closed For partially opened buildings, review security requirements and develop protocols for safety and health checks, access and egress, goods in and out 	<p>Cleaning</p> <ul style="list-style-type: none"> Review and prepare plans for changes to cleaning scope or any additional services in response to COVID-19 protection Remove unwanted debris and waste from the site <p>Security</p> <ul style="list-style-type: none"> Develop protocols for safety and health checks, visitor policies and goods in and out process Consider the following; <ul style="list-style-type: none"> Mark two metre lines on the floor in building reception areas / common areas. Provide cough and sneeze screens for reception staff PPE for security and reception staff Look to remove or reduce common touch points particularly in high traffic areas Provide a separate entrance and exit to a building if possible Provide signage to maintain safe distances <p>Grounds</p> <ul style="list-style-type: none"> Ensure the site is welcoming through an enhanced pruning and landscaping programme to cut back grass, shrubs and trees Schedule pest control visit Schedule for boarding to be removed from window and doors (if applicable) 	<p>Cleaning</p> <ul style="list-style-type: none"> Introduce and maintain advanced cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces per health authority guidelines Perform advanced cleaning and disinfection of workspace Sanitize all workspace areas, including offices, conference rooms, breakrooms, cafeterias, restrooms, and other areas Review shifts to optimize janitorial service performed to meet the needs of the facility Ensure adequate stock of paper and plastic products exists (toilet paper, paper towels, etc.) Provide tissues, no-touch trash cans, hand soap, alcohol-based hand sanitizer and wipes containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces Provide additional hand sanitizer, surface disinfectant wipes and tissue available in workspace, cafeterias, break rooms, elevator lobbies and high traffic areas and other common areas
Procurement Considerations	<ul style="list-style-type: none"> Set up a communication channel to enable supply chain to update upon; <ul style="list-style-type: none"> Suspected / confirmed cases of Covid-19 for personnel working within your buildings Service availability Critical spares and PPE availability 	<ul style="list-style-type: none"> Communicate with supply chain and share re-occupation plans Confirm availability of resources, critical spares and PPE to meet re-occupation plan Agree access protocols with supply chain Create contingency plans/tiered supply chain structure Request updates for Safe Systems of Works and RAMs to reflect Covid-19 	<ul style="list-style-type: none"> Issue building access protocols to supply chain Confirm availability of PPE Sign off SSOW and RAMs