

# Building Reoccupancy Checklist

Protecting the safety of employees, customers and facilities is a priority for companies as they move to reopen, recalibrate operations and drive growth after a crisis. UL offers the following suggested guidelines for safely resuming operations in any building.

## General operations

Review standard building operating status during building closure, e.g., vacancies, heating, ventilation and air conditioning (HVAC) schedules, and setpoints.

Assess the use of any new or proposed cleaning products.

Review janitorial procedures and protocols, including environment, health and safety (EHS) procedures.

## Building systems

Flush ventilation systems with maximum outdoor air 24 hours before an inspection.

Flush potable cold and hot water systems for 10 minutes at all outlets.

Resume normal ventilation schedule or assess capacity or need for additional outdoor air.

## Building systems *continued*

Engage a certified professional to perform a visual and infrared inspection of representative available surfaces, e.g., ventilation, filtration and hygiene, to check for leaks and mold.

Engage a certified professional to conduct a basic indoor air quality (IAQ) review with an emphasis on volatile organic compounds.

Engage a certified professional to collect potable water samples and evaluate post-flush water quality at domestic main.

Sample hot water temperatures at point-of-use.

Schedule Legionella testing from cooling towers. (optional)

Test smoke and carbon monoxide detectors.



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## Building entry, exit and emergency evacuation

Limit entry points into the building.

Deactivate electronic devices for doors that should not be used, while ensuring any applicable doors are still available for emergency exit.

Do not create obstruction hazards at required exits and consider egress width required by fire code.

Develop or modify existing emergency response plans to address social distancing, e.g., identify additional tornado and other severe weather shelter locations.

Consider social distancing requirements for and maintain sufficient personal protective equipment (PPE) supply at emergency assembly points.

*Always review and follow local health guidelines, building codes and regulations when resuming operations in your facility.*



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