Commercial Real Estate Safety 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 of office buildings and other places of business.

General operations
- Post signage of proper personal protective equipment (PPE) use and cleaning protocols, and mark floors to guide proper social distancing.
- Prop doors open to minimize touching handles. Remember to consider additional requirements for fire-rated doors.
- Limit capacity in heavy traffic areas, implement strict disinfecting practices for high-touch surfaces, including elevator controls, and ensure proper stocking of cleaning products.
- Review facility walkways to ensure social distancing and traffic flows.

Reception and visitors continued
- Provide additional portable hand sanitizing stations where needed.
- Establish transmission mitigation protocols for visitors, including truck drivers, contractors and delivery drivers.

Kitchenette and foodservice
- Increase space between tables where possible, while avoiding obstruction hazards and place cleaning products on each table.
- Consider grab-and-go alternatives and eliminate the use of coffee dispensers, counters and reusable kitchenware.
- Evaluate communal kitchen compliance to health and safety practices and establish cleaning protocols for frequent touch areas, e.g., microwaves and vending machines.

Reception and visitors
- Install clear plastic barriers where social distancing cannot be maintained.
- Provide touch-free visitor sign-in and disinfect reception equipment between each use.
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**Conference and meeting rooms**
- Limit access to conference and meeting rooms by requiring scheduling, locking doors and removing chairs.
- Encourage cleaning before and after the use of common areas.

**Workstations**
- Increase space between workstations where possible, while avoiding obstruction hazards, and use barriers between workstations where social distancing cannot be ensured.
- Wear proper PPE whenever leaving workstation or office.
- Limit employee time in workstations where possible.

**Changerooms and washrooms**
- Identify separate washrooms for guests and employees and limit the number of staff in changerooms at one time.
- Deactivate hand dryers and replace with disposable paper towels and use hands-free soap and water dispensing fixtures where possible.
- Provide additional portable hand sanitizing stations where needed.
- Place signage for proper handwashing.

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