STEPS TO TAKE DURING A TOTAL OR PARTIAL BUILDING CLOSURE

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MONITOR ENTIRE BUILDING

✓ Ensure staff is walking every inch of the building every workday. He/she should be looking for potential issues - leaks, unsecured doors, equipment left running, etc.

EQUIPMENT

✓ Ensure building systems (pumps, generators, motors, elevators, etc.) are exercised and run on a schedule. When these pieces of equipment sit idle, they can degrade quickly.
  o Check for system alarms.
✓ Ensure your building has an uninterrupted power supply, i.e. battery back-up.
✓ Ensure your HVAC system is running properly.
  o It’s OK to set the thermostat settings back (perhaps 55 degrees for heating and 80 degrees for cooling) - just don’t turn them off completely.
  o Make sure your outside air and exhaust fans are running to keep the air circulating.
✓ Ensure water is put in the "p-traps" - particularly in sinks and floor drains - to keep sewer gases from backing up into the space.
  o Don’t forget the slop sinks in the janitor’s closets, the floor drains in the bathrooms, and drains in the mechanical rooms and back-office areas.
✓ Water that is sitting still in the plumbing system will develop biofilms - which can cause disease (including Legionella, pseudomonas, and mycobacterium).
  o Make sure water is run through the system every day.
  o Consider working with an industrial hygienist to test the potable water before letting tenants back into the building.
✓ Ensure that the diesel fuel levels for emergency generators and fire pumps are at least 3/4 to 7/8 full, and have an open account with a local refueling service.
✓ Ensure Fire Life Safety Systems are operating and clear of any alarms and trouble signals.
✓ Ensure the Dial Out system is operating to notify the Fire Department in the event of an alarm.
✓ Elevators not in use should be parked.

SECURITY
✓ Ensure exterior doors and, where operable, exterior windows are locked.
✓ If the building is truly vacant, consider:
  o Posting security guards on-site to deter vandalism and theft.
  o Installing remote access cameras so you can keep an eye on common areas and the exterior.
✓ Ensure the roof access is secured to keep people from accessing the roof and from accessing the building from the roof.
✓ Have 3/4” plywood and hardware stock or the phone number of board-up 24/7 service (most restoration companies can do this).

OTHER
✓ Work with your tenants to shut off equipment not in use. Remember that equipment (like a copier) still draws power even when it is in the power-saving mode.
✓ Consider closing the miniblinds - or at least putting them down and angling them to minimize solar gain (which will reduce energy consumption).
✓ In buildings with larger staff, create an A team and B team to limit exposure should anyone become ill.
✓ Consider posting a sign with your contact information on exterior doors in case someone needs access to the building.
✓ Post signage for no entry if anyone is experiencing flu like symptoms.
✓ Review your insurance policy and notify your insurance provider. Even if the closure is only temporary, there might be insurance requirements to consider.