



## STEPS TO TAKE DURING A TOTAL OR PARTIAL BUILDING CLOSURE

### Information Provided By:

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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.
  - Check for system alarms.
- ✓ Ensure your building has an uninterrupted power supply, i.e. battery back-up.
- ✓ Ensure your HVAC system is running properly.
  - 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.
  - 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.
  - 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*).
  - Make sure water is run through the system every day.
  - 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:
  - Posting security guards on-site to deter vandalism and theft.
  - 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.