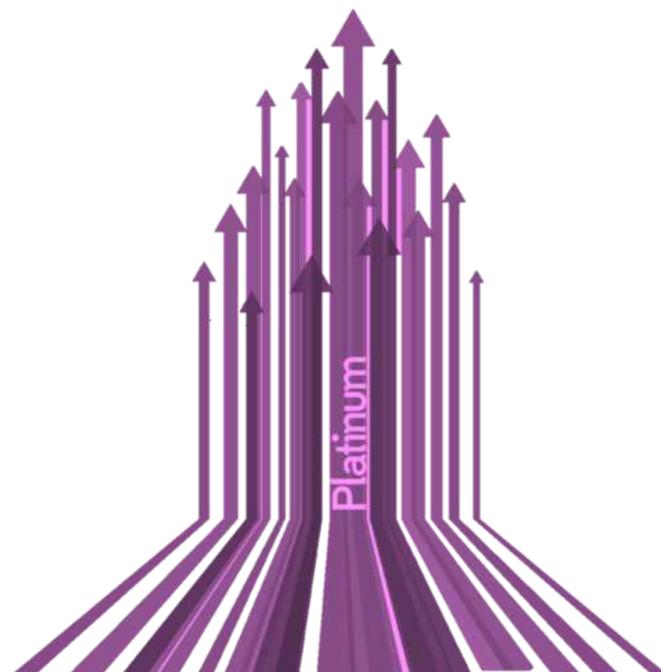


What to expect:

Our overview to assist clients in their approach to building re-occupation post COVID-19.



Overview of **Building Reoccupation** Post COVID 19



Before your employees return to your offices you need to consider likely health and safety implications. Depending on how the building was shutdown there's potential for issues and steps you will need to plan now to ensure your premises are ready for reoccupation and fulfil your legal obligations as an employer.

Our Pre-occupation Checklist gives you a summary of the key things you need to assess. Our Best Practice for Reactivation Checklist gives a comprehensive list of specific maintenance issues to consider.

Platinum Facilities can help you to ensure every requirement below, that is relevant to your building and how it was shutdown, is covered by an appropriately trained specialist, so that you can offer a safe and healthy environment to your returning employees.

We have been working throughout the shutdown, carrying out planned and reactive maintenance, reactivation work and deep cleaning and sanitising, to keep buildings safe and legal, healthy and happy for our clients.



Pre-occupation Checklist

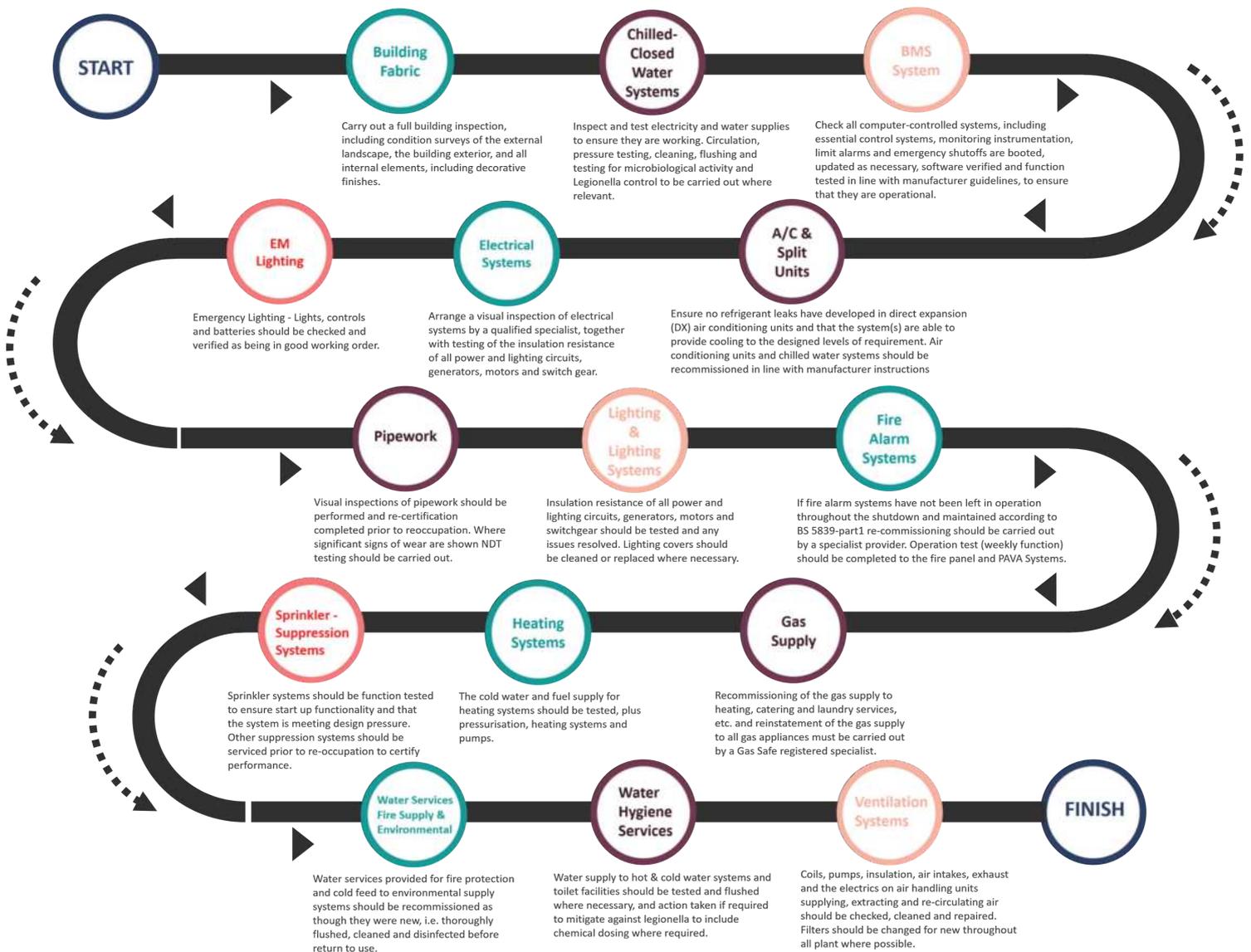
Post COVID - 19 Outbreak

Period Highlight: 1 Plan Duration Actual Start % Complete Actual (beyond plan) % Complete (beyond plan)

ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS																																		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Clean & Sanitise [On Floor]	1	10	1	10	100%	[Gantt bar showing 100% completion]																																		
Deep Clean	1	3	1	5	0%	[Gantt bar showing 0% completion]																																		
COVID 19 - Fog Sanitising	2	2	4	2	0%	[Gantt bar showing 0% completion]																																		
Life Safety Systems	4	5	5	5	100%	[Gantt bar showing 100% completion]																																		
Check Operation of Fire Safety Systems	5	2	5	2	0%	[Gantt bar showing 0% completion]																																		
Check Operation Security & Access Control Systems	5	3	5	2	0%	[Gantt bar showing 0% completion]																																		
Initial Visual Inspection	1	3	5	3	50%	[Gantt bar showing 50% completion]																																		
General condition inspection to check roofs, walls, doors and windows. Confirm all are safe, in good order and with no leaks.	7	3	7	3	100%	[Gantt bar showing 100% completion]																																		
Check no leaks OR failures with Water and Gas services	8	2	6	6	75%	[Gantt bar showing 75% completion]																																		
Check all switches and circuits to confirm there is no power issue	6	5	6	7	100%	[Gantt bar showing 100% completion]																																		
Check alarm activation systems for operation	9	1	9	1	60%	[Gantt bar showing 60% completion]																																		
Social Distancing Provision	9	5	9	5	100%	[Gantt bar showing 100% completion]																																		
Review reception screens, implement 2 metre line marking and appropriate signage where necessary, implement any necessary hygiene					50%	[Gantt bar showing 50% completion]																																		

M&E Building Services - Best Practice Road Map

The below road map outlines the focus areas of mechanical, electrical, plumbing and building fabric elements of a commercial property that need to be considered prior to bringing it back into full operation. This is our best practice guidance so not all elements will align to all buildings but, our aim for this document is to act as a prompt to assist you in ensuring you have reviewed all key areas.



We want to support you and your business through these times and help to implement a strategy that aligns to the SFG30 [mothballing & reactivation] standards.

If you would like any further information please contact our Technical Director, Ed Gee on edward.gee@pfms.co.uk OR 07765464747

