

# POST-CORONAVIRUS FACILITY RE-OPENING CHECKLIST

## PARKING LOTS

- Check and clean all entrances
- Clean all debris from parking areas
- Check striping and directional arrows, repaint as needed
- Check all signage and repair as needed
- Patch any cracks or holes, especially along walkways
- Check all parking lot lighting, replace/repair as needed

## EXTERIOR LANDSCAPING

- Clean all debris as necessary
- Check operation of all irrigation, repair as necessary
- Schedule irrigation back-flow preventer inspection (if necessary)
- Trim all trees and plantings, especially around entrances, and walkways
- Refresh all beds
- Inspect all exterior signage, repair and replace as necessary
- Check operation of any landscape lighting, repair/replace as needed

## FACILITY EXTERIOR

- Check all entrances, remove any collected debris
- Check operation of all exterior doors, lubricate all hardware as needed
- Clean, replace, or add entrance matting as needed
- Check all exterior facility lighting, repair/replace as needed
- Ensure any pest control stations are still operational
- Inspect and clean all awnings (if applicable)
- Inspect porte-cochere (drive-thru's), clean as necessary
- Clean and sanitize all playgrounds, exterior children's areas

## FACILITY EXTERIOR (cont.)

- Check all fencing, repair as required. Lubricate all gates and locks
- Inspect dumpster storage area, clean as necessary
- Inspect all accessible parking and routes, ensure all contrasting color sections are correct
- Clean all exterior glass. Check all seals and caulking. Repair/repaint all trim as needed
- Inspect all fire or emergency exit pathways/routes
- Check all downspout discharge areas, ensure they are clear of debris

## GAS

- Check all gas appliances for proper operation, re-light as necessary
- Inspect gas meter(s), visual inspection only. If anything appears incorrect, contact utility company
- Run all gas appliances for a typical cycle before you allow operations to resume

## PLUMBING & WATER

- In restrooms, check all fixtures and run/flush/let them run for a bit.
- Ensure all fill valves and flappers function, replace as necessary
- Empty and clean ice makers. Let them fill one time, dump the ice, then refill
- Inspect any back-flow preventer valves in the facility (if applicable)
- Pour at least a half-gallon of water down every active floor drain

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## ELECTRICAL

- Inspect all panels for clearance and tripped breakers
- For tripped breakers: investigate for cause, resolve issue, reset breaker
- Take a section of the facility at a time to restore power/turn-on equipment/reset power strips
- Inspect all GFCI outlets/circuits for correct operation
- Inspect all automatic doors, low-voltage operators
- Inspect any extension cords in use for proper gauge, condition, and necessity. Replace as required

## HVAC

- Inspect all exterior components. Clean coils, remove any debris, check for proper operation of electrical disconnect, and ensure suction line insulation is intact
- Inspect interior components. Replace filters as required, check the piping for the over-flow pan, ensure disconnects function, and inspect coil (if applicable)
- Operate all the HVAC equipment in both modes to ensure proper equipment operation and control operation
- Inspect back-flow preventer valves (if applicable)
- Clean all HVAC supply vents in the facility
- Check belts for proper tension/condition. Ensure spares are available for all equipment
- Set correct temperatures at all units.

## LIFE SAFETY

- Inspect AED pads and equipment. Check dates and ensure spare pads and batteries are present
- Inspect all first-aid supplies, especially dates, replace as required
- Check all portable fire extinguishers (monthly inspections)
- If applicable, check firefighter operation of elevator(s)
- Check all emergency exit signs and lighting for proper operation. Replace fixtures/batteries as required

## LIFE SAFETY (cont.)

- Inspect any foodstuffs in the facility for condition and date range
- Inspect all flashlights and any other emergency operations materials
- Check operation of all locking systems
- Inspect fire, intrusion alarms, sprinkler systems for proper operation. Will require a licensed company to perform

## VEHICLES

- Ensure registration on all motor vehicles and trailers is current
- Ensure all insurance on motor vehicles and trailers is current
- Check all fluids (washer, oil, transmission, etc.)
- Check tires, replace/rotate as required
- Inspect wipers, window seals and gaskets. Replace as required
- Check all lights for proper operation, replace as required
- Drive all motor vehicles to ensure proper operation prior to taking on passengers
- Ensure all first-aid and safety supplies are in vehicles. This includes a first-aid kit, fire extinguisher, safety cones, spare fuses, jumper cables, flashlight, etc.

## FACILITY INTERIOR

- Check ceiling tiles for stains and/or damage. Replace/repair as required
- Ensure proper operation of all space lighting
- Clean, disinfect, and sanitize all tables and chairs, paying attention to the underside of each
- Clean, disinfect, and sanitize all toys
- Clean, disinfect, and sanitize all "high touch" areas. This can include keyboards, phones, door hardware, elevator call buttons, handrails, water fountains, bathroom partition hardware, backs of chairs/pews, offering plates, touchscreens, badge printers, etc.

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## FACILITY INTERIOR (cont.)

- Clean, disinfect, and sanitize all trash receptacles, changing tables, cribs, and the walls in children's areas, between 18"-32" off the floor
- Inspect all spaces to ensure they are clean and in good condition.
- Run your HVAC system or open windows to allow for a fresh air exchange prior to occupation

## WORSHIP AREAS

- Condition the space and have pianos tuned as required
- Inspect/check lighting system, to include the dimmers and theatrical lighting (as applicable)
- Inspect/check sound system for proper operation
- Inspect/check all AV equipment for alignment, focus, and operation
- If possible, perform a tech run-through at least a week prior to the onset of services
- Perform additional dusting and cleaning on the seating areas.
- Fill and perform a function check on the baptistery (as required)
- Check pews/seating for all required envelopes, inserts, and hymnals. Ensure they are up to date

## ROOFS

- Walk, inspect the roof and repair any area required
- Check operation of all drains, gutters, scuppers, and downspouts
- Check roof (if low slope) for any debris and remove as necessary

## GENERAL

- Ensure all custodial supplies and equipment are clean, stocked, and available (to include consumables). Check the SDS book and make sure to list all chemicals and have a copy of the current SDS
- Ensure all maintenance, custodial, and supply closets/rooms are cleaned and organized
- Remove all unnecessary items from the property
- Walk entire property prior to allowing operations to fully commence. Check all areas (including the exterior) and perform a final visual check for any items out of place or requiring adjustment