# Reoccupation Checklist

**Instructions:** Use this template to record important checks of your premises before returning to work after lockdown. Stay alert to government announcements on return to work and complete **before** reoccupation.

Building Reoccupation Checklist

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| Statutory checks | Yes | No | N/A | Action required |
| Is the five-yearly fixed wiring (electrical installation condition report) within date and rated as satisfactory? |  |  |  |  |
| Is the Gas Safety Certificate(s) in date for annual review? |  |  |  |  |
| Plant rooms – has all plant and equipment been suitably serviced? |  |  |  |  |
| Has PAT testing been completed where relevant? |  |  |  |  |
| Have all pressure vessels been examined as per the scheme of examination? |  |  |  |  |
| Fire safety | Yes | No | N/A | Action required |
| Have you reviewed your Fire Risk Assessment? |  |  |  |  |
| Are boiler rooms and electrical cupboards free from combustible storage? |  |  |  |  |
| Are skips and bins a safe distance away from your building(s)? |  |  |  |  |
| Have you informed your Alarm Receiving Centre (ARC) of your reoccupation (where necessary)? |  |  |  |  |
| Has the fire alarm system been serviced within the timescale outlined by the contractor? |  |  |  |  |
| Has the fire alarm been tested weekly during the lockdown period? |  |  |  |  |
| Is the fire alarm functioning correctly? |  |  |  |  |
| Have all fire doors, maglocks, acoustic closing mechanisms and other associated equipment been checked for functionality? |  |  |  |  |
| Are all fire extinguishers in place and free from defects? |  |  |  |  |
| Have all fire suppression / sprinkler systems been suitably maintained and checked for sufficient pressure (where appropriate)? |  |  |  |  |
| Have fire dampers been maintained (within the last 12 months)? |  |  |  |  |
| Have the automatic smoke vents been maintained (within the last 12 months)? |  |  |  |  |
| Has the lightning protection been tested and maintained (within the last 12 months)? |  |  |  |  |
| Emergency lighting | Yes | No | N/A | Action required |
| Has the emergency lighting system been serviced (within the last 12 months)? |  |  |  |  |
| Has the emergency lighting been tested monthly during the lockdown period? |  |  |  |  |
| Is the emergency lighting system fully functional? |  |  |  |  |
| Building security | Yes | No | N/A | Action required |
| Is there any damage to the structure, roof, windows or fixtures? |  |  |  |  |
| Is the CCTV system functioning correctly? |  |  |  |  |
| Is the intruder alarm functioning correctly? |  |  |  |  |
| Contractors | Yes | No | N/A | Action required |
| Have contractors been re-engaged (where possible)? |  |  |  |  |
| Can contractors be controlled on site? |  |  |  |  |
| Have measures been put in place to ensure contractors (and other visitors) with identified symptoms are not permitted entry to your premises? |  |  |  |  |

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| Water safety | Yes | No | N/A | Action required |
| Has your Legionella Risk Assessment been reviewed? |  |  |  |  |
| Is there a recommissioning plan (where necessary)? |  |  |  |  |
| Has weekly flushing of all unused/little-used outlets (including external taps) been completed during lockdown? |  |  |  |  |
| Have temperatures been checked against acceptable ranges? |  |  |  |  |
|  | Recorded temperature | |  |  |
| *Cold water storage tank (maximum 20°C)* |  | |  |  |
| *Hot water storage tank (minimum 60°C)* |  | |  |  |
| *Sentinel tap (furthest tap from the boiler – minimum 50°C)* |  | |  |  |
| Have all spray fittings been removed, descaled and replaced? |  |  |  |  |
| Is thermostatic mixing valve maintenance up to date? |  |  |  |  |
| Has the system been disinfected/chlorinated (including water tanks) where necessary? |  |  |  |  |
| Utilities | Yes | No | N/A | Action required |
| If any utilities have been temporarily shut off, have these been turned back on? |  |  |  |  |
| Equipment | Yes | No | N/A | Action required |
| Are all first aid kits in place, in date and fully stocked? |  |  |  |  |
| Has the defib(s) been checked for safe operation? |  |  |  |  |
| Has all equipment been switched on and checked for correct function? |  |  |  |  |
| Are all necessary guards in place / undamaged? |  |  |  |  |
| Has equipment been serviced or maintained as necessary by a competent person? |  |  |  |  |
| Have the annual services been completed on all oil/electric boilers? |  |  |  |  |
| Have all six-monthly LOLER checks been completed by a competent person? |  |  |  |  |
| Have all window restrictors been checked to ensure they are in place and safe? |  |  |  |  |
| Staffing | Yes | No | N/A | Action required |
| Have risk assessments and plans been reviewed and agreed with vulnerable persons? |  |  |  |  |
| Has your Lone Working Risk Assessment been reviewed? |  |  |  |  |
| Are there sufficient staff on site to undertake safety-critical roles, e.g. first aiders, maintenance, fire wardens? |  |  |  |  |
| Is there sufficient supervision and support of staff? |  |  |  |  |
| Does reoccupation need to be staged to maintain social distancing? |  |  |  |  |
| General | Yes | No | N/A | Action required |
| Has a pest control contractor visited the premises recently and are suitable controls in place? |  |  |  |  |
| Is any asbestos likely to have been disturbed during lockdown? |  |  |  |  |
| Has the insurance company been informed of the recommencing of activities within the premises? |  |  |  |  |
| Has reoccupation been considered within the Business Continuity Plan? |  |  |  |  |
| Has a COVID-19 Reoccupation Risk Assessment been completed to ensure controls are implemented to protect staff? |  |  |  |  |
| Has the risk assessment been communicated to all staff to ensure their awareness of requirements? |  |  |  |  |
| Have all areas to be occupied been deep cleaned? |  |  |  |  |
| Do you have sufficient cleaning staff, stock and processes in place to ensure that your premises remain safe? |  |  |  |  |
| Are there sufficient hand-cleaning facilities made available, such as soap and hot water or hand sanitiser? |  |  |  |  |
| Do trees and boundary walls within your grounds appear visually safe? |  |  |  |  |
| Have you reviewed your last General Risk Assessment? |  |  |  |  |

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| Action required |  | By |  | Priority |  | Timescale |  | Completed |
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