

## APPENDIX 11: Building Checklist A

To be completed by Facilities/Building Managers, or Administrators, seeking advice from Estates Services and your local Safety Advisor (or in some cases, the Safety Office) as appropriate.

Task	Details of checks required	Details of faults/issues/ remedial work required	Safe to proceed?
<b>Water Treatment</b>			
Has regular flushing been completed?	Estates Compliance will require sufficient flushing records to show that the building has been regularly used (at least once every seven days).	Emergency eye flushes were flushed weekly by Facilities Team – record held by each sink.  Bouygues carried out twice weekly flushing of domestic taps, laboratory sinks and showers in all of level 5 and 6. Level 1 neuropathology remained occupied by OUH during lockdown. Level 1 Charles Wolfson Facility does not have water points.	Yes
SMS access for maintenance and testing?	SMS has been able to complete routine maintenance and no issues have been identified i.e. loss of temperature.	Not applicable	N/A
<b>Fire (Safety Office)</b>			
Is fire alarm maintenance due?	Pyrotec has continued with their scheduled maintenance during lockdown. Any slippage in maintenance dates will need to be addressed prior to reoccupation.	Andrew Dickson Head of Estates in Bouygues confirmed it is not due	Yes
<b>Electrical</b>			
Have life safety generator checks been carried out?	Estates will need to carry out additional checks which will take four days to complete. Estates Services to arrange generator test if out of date.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes
<b>Gas</b>			
Have boilers been serviced?	Estates has continued to carry out all boiler inspections where access has been possible.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes
<b>Lifts</b>			
Is lift insurance inspection overdue?	If lift insurance is in date, Building Manager to carry out checks. If out of date, Estates to arrange inspection. Lifts should be turned off if past inspection date. Zurich may require two weeks' notice to attend.	Andrew Dickson Head of Estates in Bouygues confirmed it is not	Yes

<b>Drainage</b>			
Inspect drains.	Estates Services Building Inspectors to arrange building walk-rounds.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes
Inspect roof outlets.	Estates Services Building Inspectors to arrange building walk-rounds.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes
<b>Asbestos</b>			
Is annual inspection overdue?	Estates to arrange inspection if overdue	Andrew Dickson Head of Estates in Bouygues confirmed there is no need for an annual asbestos inspection in WW or CHOX PFI	Yes
<b>Plant Room</b>			
Inspect Plant Room.	DLO will need to carry out a Plant Room inspection prior to re-opening.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes

## APPENDIX 6: Building Checklist B

To be completed by the Facilities/Building Manager or Administrator.

<b>Task</b>	<b>Details of checks required</b>	<b>Details of faults/issues/ remedial work required</b>	<b>Safe to proceed?</b>
<b>Fire</b>			
Fire alarm operational and panel clear of faults?	Check panel is operational. Log any faults if required.	Andrew Dickson Head of Estates in Bouygues confirmed it is	Yes
Fire bell test recorded and ongoing throughout closure?	If records in place, continue with regular testing. If no records, carry out full test prior to occupation.	Andrew Dickson Head of Estates in Bouygues confirmed it is done	Yes
Fire extinguishers in place?	Check in place and no visible signs of use or damage.	Visual checks carried out by Facilities Team	Yes
Evacuation chairs in place?	Check in place and no visible signs of damage.	Service maintenance took place on Friday 10 <sup>th</sup> of July EVAC chairs are in good state of repair.	Yes
Sprinkler test on-going and recorded throughout closure?	If records in place, continue with regular testing. If no records, carry out usual weekly test prior to occupation.	Not applicable	N/A
Smoke curtain tests ongoing and recorded throughout closure?	If records in place, continue with regular testing. If no records, carry out full test prior to occupation.	Not applicable	N/A
Emergency lighting adequate?	Arrange testing/maintenance if required.	Andrew Dickson Head of Estates in Bouygues confirmed it is	Yes

Have emergency lighting battery back-ups been inspected?	Arrange for battery inspection	This was carried out in June	Yes
Fire exits clear?	Check all routes are clear and doors opening.	Despite a couple of bulky items stored there (they are kept well away from the main egress route), escape routes remain clear. Visual checks carried out by Facilities team	Yes
Refuge alarms working?	Check that refuge alarms are working correctly.	Andrew Dickson Head of Estates in Bouygues confirmed there are no refuge points	Yes
<b>Security</b>			
External doors secure?	Check doors secure and no signs of damage.	Checks carried out by Facilities team	Yes
Intruder alarm operational and clear of faults?	Check panel is operational. Log any faults if required.	Not applicable	N/A
Access control operational?	Check working correctly and update or reverse any temporary changes to access levels during the closure period	Managed by OUH Security Services, no changes were made during lockdown	N/A
Internal areas open and clear?	If any areas were locked off, ensure clear for access.	Checks carried out by Facilities team	Yes
Keys available and in place?	If keys were distributed or relocated during closure, ensure these are returned.	Checks carried out by Facilities team	Yes
Panic alarms operational?	Check panic alarms are working correctly.		N/A
Intercoms operational?	Check intercoms and any remote door releases are working correctly	Checks carried out by Facilities team	Yes
CCTV operational?	Check CCTV is working, and cameras positioned as required	Checks carried out by Facilities team	Yes
Reception/visitor procedures reviewed?	Review and check whether any changes may be required to for example, signing in/reception procedures, to continue social distancing if needed.	Reception not to be opened as part of the first phase of return to work.	Yes
Reception screens required?	Consider if there is a need for a screen for the reception desk.	Yes – though reception will not be opened immediately so this is not preventing RTOSW	Yes
Disabled alarms working?	Check disabled alarms from toilets and showers are working.		Yes
<b>Building systems</b>			
Lifts operational?	Check lifts are working correctly. Check fire evacuation lifts are		Yes

	working including the secondary power supply.		
Lift emergency alarms working?	Test lift alarms to check they are connecting and answered.	Andrew Dickson Head of Estates in Bouygues confirmed so	Yes
Heating/ventilation operational?	Check systems are working and times adjusted on BMS as required. Adjustments may be needed depending on risk assessment findings for room occupations. Log any plant faults or alarms. Check lab AHU and extract systems are running and appear to be running at the correct speed (as well as the BMS).	Andrew Dickson Head of Estates in Bouygues confirmed the system is fully functional.  The building is supplied with fresh air, there is no recirculation at a central level. Fan core unit provide local recirculation in rooms at low velocity.  All systems are working 24/7 with no set back.	Yes
Pumps running correctly?	Check in case of faults/leaks etc. and log any issues if required	Andrew Dickson Head of Estates in Bouygues confirmed so	Yes
Water outlets safe and flushed throughout closure?	If records in place and weekly flushing has been carried out continue with regular testing. If no flushing has been carried out do not commence flushing until contact with SMS. Water testing and chlorination may be required. Large buildings will take a day. Sample results may take two weeks.	Records with Bouygues	Yes
Lighting adequate?	Check lighting for any failures or faults and log. Ensure adequate lighting for all areas to be re-occupied.	Checks carried out by Facilities team	Yes
<b>Cleaning and waste</b>			
Waste clear from rooms and wheelie bins?	Check internal rooms and external wheelie bins are clear of waste. Arrange clearance if required.	Checks carried out by Facilities team	Yes
Sanitary waste cleared?	Sanitary bins empty or with capacity and no smell?	Checks carried out by Facilities team	Yes
Cleaning services arranged?	If possible, arrange a pre-clean before re-occupation.	Cleaning services not altered during lockdown.	Yes
Consumables stocked?	Check toilet roll, soap, hand towels, Tork rolls etc. are re-stocked.	Checks carried out by Facilities team	Yes

Hand driers operational?	Depending on risk assessments check driers are operational or switch off and provide paper hand towels.		N/A
External areas clear of litter?	Check and clear external areas of any litter.	No external areas are departmental in this location	Yes
<b>Kitchens and catering</b>			
Appliances operational?	Check appliances are turned on, clean and operational. E.g. dishwasher may need running to clear smells. Fridges on and clean, hot water taps operational etc.	Checks carried out by Facilities team	Yes
Café arrangements and access appropriate?	Check café arrangements and access. Ensure any stock is secure. If collection service to be put in place, check screens and signage are installed and process in place to reduce queues (e.g. allocated collection times).	No canteen on site – kitchen will be marked to support social distancing.	Yes
Vending machines operational?	Depending on risk assessment check machines are switched on, stocked and operational	No vending machine on site that fall under University responsibility	N/A
<b>General</b>			
Ensure OUSS, Estates, Insurance are informed of re-opening.	Liaise with key contacts in advance of date for re-opening.	Confirm return to site with OUH Security	
Re-start any suspended services and maintenance.	Ensure contractors are aware to cover cleaning, waste, access systems, fire testing, internal plants, pest control etc.	Maintenance of essential equipment was maintained during lockdown.	Yes
Any overdue maintenance?	Have any regular maintenance visits been missed during the closure? PAT testing, quarterly fire maintenance, emergency lighting checks etc. Reschedule as required.	All services are up to date	Yes
Post and deliveries cleared?	If any post has come to the building sort and distribute. Collect any held post from Mail Services, Wellington Square.	Done	Yes
Photocopiers operational?	Check photocopiers are on and replenished with paper, toner etc. Liaise with	Yes	Yes

	Helpdesk/Departmental IT as needed.		
First aid boxes in place and stocked?	Check and restock as required.	Yes including apron and FFP3 face mask	Yes
Check furniture arrangements.	Check whether any moves are required, for example if social distancing is continuing.		Yes
PEEPs up to date?	Check and review PEEP - needs may have altered from before closures and remote working	Will need reviewing if individual returns to work.	Yes
Ladder check.	Ensure ladder checks are carried out and records are up to date.	Next check due in July – records held by Facilities team.	Yes
DSE review.	Review DSE requirements as needs may have changed following remote working.	Staff are frequently reminded to carry out DSE assessment – especially if working from home.	Yes
Pressure systems.	Ensure all pressure systems have been checked and are within inspection date. Especially important for steam systems/plant.	University pressure system have been checked.  Plant is under Bouygues/OUH control – not included here.	Yes
Fume cupboards.	Check that all cupboards are within the test date. Arrange tests before use if beyond due date.	Services carried out on 29 <sup>th</sup> June.	Yes
Microbiological safety cabinets.	Check that all cabinets are within the test date. Arrange tests before use if beyond due date.	Yes – due in August – records held by Facilities office and communicated to Safety Office.	Yes
Local Exhaust Ventilation.	Check that all LEV within test dates. Arrange tests before use if beyond due date.	Bouygues maintained equipment throughout lockdown	Yes