

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?
Water Treatment			
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).	OxSTAR remained in use throughout lockdown – not necessary for flushing of taps.	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
Fire (Safety Office)			
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.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
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 Estates Services to arrange generator test if out of date.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Have boilers been serviced?	Estates has continued to carry out all boiler inspections where access has been possible.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	

Lifts			
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 If out of date, Estates to arrange inspection.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.	No lift on site	Yes
Drainage			
Inspect drains.	Estates Services Building Inspectors to arrange building walk-rounds.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Inspect roof outlets.	Estates Services Building Inspectors to arrange building walk-rounds.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Asbestos			
Is annual inspection overdue?	Estates to arrange inspection if overdue	Building is post 2000	Yes
Plant Room			
Inspect Plant Room.	DLO will need to carry out a Plant Room inspection prior to re-opening.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	

APPENDIX 6: Building Checklist B

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

Task	Details of checks required	Details of faults/issues/remedial work required	Safe to proceed?
Fire			
Fire alarm operational and panel clear of faults?	Check panel is operational. Log any faults if required.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received.	
Fire bell test recorded and ongoing	If records in place, continue with regular testing. If no records, carry	Unknown. Question raised with Edward Alcock (OUH Operational	

throughout closure?	out full test prior to occupation.	Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Fire extinguishers in place?	Check in place and no visible signs of use or damage.	Visual checks carried out by core staff	Yes
Evacuation chairs in place?	Check in place and no visible signs of damage.	Not applicable	N/A
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.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Have emergency lighting battery back-ups been inspected?	Arrange for battery inspection	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Fire exits clear?	Check all routes are clear and doors opening.	Visual checks carried out by core staff	Yes
Refuge alarms working?	Check that refuge alarms are working correctly.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Security			
External doors secure?	Check doors secure and no signs of damage.	Checks carried out by core staff	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	Managed by OUH Security Services, no changes were made during lockdown	N/A

	access levels during the closure period		
Internal areas open and clear?	If any areas were locked off, ensure clear for access.	Checks carried out by core staff	Yes
Keys available and in place?	If keys were distributed or relocated during closure, ensure these are returned.		N/A
Panic alarms operational?	Check panic alarms are working correctly.		N/A
Intercoms operational?	Check intercoms and any remote door releases are working correctly		Yes
CCTV operational?	Check CCTV is working, and cameras positioned as required		N/A
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.	No reception	N/A
Reception screens required?	Consider if there is a need for a screen for the reception desk.	Not applicable	N/A
Disabled alarms working?	Check disabled alarms from toilets and showers are working.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Building systems			
Lifts operational?	Check lifts are working correctly. Check fire evacuation lifts are working including the secondary power supply.		N/A
Lift emergency alarms working?	Test lift alarms to check they are connecting and answered.		N/A
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).	There is no general air handling unit, ventilation is through windows only. Staff advised to open windows on both sides of the building to allow air movement.	Yes

Pumps running correctly?	Check in case of faults/leaks etc. and log any issues if required	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
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.		N/A
Lighting adequate?	Check lighting for any failures or faults and log. Ensure adequate lighting for all areas to be re-occupied.		Yes
Cleaning and waste			
Waste clear from rooms and wheelie bins?	Check internal rooms and external wheelie bins are clear of waste. Arrange clearance if required.		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
Kitchens and catering			
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.		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 area	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
General			
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.	Essential maintenance continued during lockdown	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.		Yes
Photocopiers operational?	Check photocopiers are on and replenished with paper, toner etc. Liaise with Helpdesk/Departmental IT as needed.		Yes
First aid boxes in place and stocked?	Check and restock as required.	Additional face masks and apron need to be stocked.	
Check furniture arrangements.	Check whether any moves are required, for example if social distancing is continuing.		
PEEPs up to date?	Check and review PEEP - needs may have altered from before closures and remote working	No PEEP in place	N/A
Ladder check.	Ensure ladder checks are carried out and records are up to date.	One step stool to be checked	

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.	Unknown. Question raised with Edward Alcock (OUH Operational Estates team) but no answer was received. Followed up early Sept and query was forwarded to Gordon Rennie. No answer was received. Emailed again on 8 th Sept.	
Fume cupboards.	Check that all cupboards are within the test date. Arrange tests before use if beyond due date.	No Fume cupboards on site	N/A
Microbiological safety cabinets.	Check that all cabinets are within the test date. Arrange tests before use if beyond due date.	No MSC on site	N/A
Local Exhaust Ventilation.	Check that all LEV within test dates. Arrange tests before use if beyond due date.	No LEV on site	N/A