

APPENDIX 5: 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).	Flushing was completed weekly – see attached files.	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.	SMS was able to complete to site to carry out all necessary remedial work.	Yes
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.	Fire systems were serviced on 27 th of April by Pyrotec, smoke detectors were tested on 29 th of July.	Yes
Electrical			
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 Estates Services to arrange generator test if out of date.	Not applicable	N/A
Gas			
Have boilers been serviced?	Estates has continued to carry out all boiler inspections where access has been possible.	Emailed Richard response 07/08/2020 they have not serviced the boilers Remedial action pending on snagging list – service will be arranged.	Yes
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 If out of date, Estates to arrange inspection.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.	Last inspection was carried out 25/07/2019 – next inspection due no later than 11/09/2020 Recent fault was resolved on 22 nd of July and witnessed by Steve Dunkerley	Yes
Drainage			
Inspect drains.	Estates Services Building Inspectors to arrange building walk-rounds.	Estates will carry this out	Yes
Inspect roof outlets.	Estates Services Building Inspectors to arrange building walk-rounds.	Estates will carry this out	Yes
Asbestos			
Is annual inspection overdue?	Estates to arrange inspection if overdue	Not applicable	Yes

Plant Room			
Inspect Plant Room.	DLO will need to carry out a Plant Room inspection prior to re-opening.	Estates will carry this out	Yes

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.	Yes, panel is operational – however it is partially disabled due to an on-going fault with the sprinkler system	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.	Yes, fire systems were tested weekly throughout the lockdown.	Yes
Fire extinguishers in place?	Check in place and no visible signs of use or damage.	Yes, all in place and were inspected prior to lockdown in March.	Yes
Evacuation chairs in place?	Check in place and no visible signs of damage.	Yes, maintenance took place on the 10 th of June	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.	Yes, fire systems were tested weekly throughout the lockdown.	Yes
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, no smoke curtain on site.	N/A
Emergency lighting adequate?	Arrange testing/maintenance if required.	Yes	Yes
Have emergency lighting battery back-ups been inspected?	Arrange for battery inspection	Completed as part of Pyrotec's routine maintenance service on 29.07.20.	Yes
Fire exits clear?	Check all routes are clear and doors opening.	Yes	Yes
Refuge alarms working?	Check that refuge alarms are working correctly.	All alarms tested and working.	Yes
Security			
External doors secure?	Check doors secure and no signs of damage.	Yes	Yes
Intruder alarm operational and clear of faults?	Check panel is operational. Log any faults if required.	Yes	Yes
Access control operational?	Check working correctly and update or reverse any temporary changes to access levels during the closure period	Yes	Yes

Internal areas open and clear?	If any areas were locked off, ensure clear for access.		Yes
Keys available and in place?	If keys were distributed or relocated during closure, ensure these are returned.		Yes
Panic alarms operational?	Check panic alarms are working correctly.	Tested 06.08.20, switchboard notified and received signal and security were present to reset the panic switch.	Yes
Intercoms operational?	Check intercoms and any remote door releases are working correctly	Operational	Yes
CCTV operational?	Check CCTV is working, and cameras positioned as required	One camera not switched on still awaiting confirmation from CCTV SDS chased up 14.08.20 as requested will chase again on Monday 17.08.20 CCTV control room supervisor confirmed the CCTV are all operational now.	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 will remain shut for the foreseeable future	Yes
Reception screens required?	Consider if there is a need for a screen for the reception desk.	Not at this time	Yes
Disabled alarms working?	Check disabled alarms from toilets and showers are working.	Tested on 06.08.20 fire alarm panel has recorded and kept in logbook onsite.	Yes
Building systems			
Lifts operational?	Check lifts are working correctly. Check fire evacuation lifts are working including the secondary power supply.	Yes	Yes
Lift emergency alarms working?	Test lift alarms to check they are connecting and answered.	Yes	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).	The BMS and AHU has been checked by EMCOR there are pre-existing problems with the AHU where it stops running. EMCOR are investigating into the problem further. The BMS had been switched on, however is now not showing as on at the panel. Facilities team are monitoring the AHU closely and reporting any fault in a timely manner	Yes – though note on occasion the AHU for the ground floor will be off until EMCOR has reset it

Pumps running correctly?	Check in case of faults/leaks etc. and log any issues if required	Yes confirmation from Richard King on 14.08.20	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.	Yes, weekly flushing recorded and sent to SMS.	Yes
Lighting adequate?	Check lighting for any failures or faults and log. Ensure adequate lighting for all areas to be re-occupied.	SDS checked all the lights on 14.08.20 no faults and lighting working.	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, checked as weekly checks	
Sanitary waste cleared?	Sanitary bins empty or with capacity and no smell?	Calber attended site 10.08.20	Yes
Cleaning services arranged?	If possible, arrange a pre-clean before re-occupation.	Yes	Yes
Consumables stocked?	Check toilet roll, soap, hand towels, Tork rolls etc. are re-stocked.	Supplies are stocked up.	Yes
Hand driers operational?	Depending on risk assessments check driers are operational or switch off and provide paper hand towels.	SDS checked 13.04.20-14.08.20 All fully operational.	Yes
External areas clear of litter?	Check and clear external areas of any litter.	Yes has been checked.	
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.	Appliances checked and fridge in the WIN annex switched on.	Yes
Café arrangements and access appropriate?	Check café arrangements and access. Ensure any stock is secure. If collection service to be put	Not applicable, no canteen on site.	N/A

	in place, check screens and signage are installed and process in place to reduce queues (e.g. allocated collection times).		
Vending machines operational?	Depending on risk assessment check machines are switched on, stocked and operational	Not applicable, no vending machine on site.	N/A
General			
Ensure OUSS, Estates, Insurance are informed of re-opening.	Liaise with key contacts in advance of date for re-opening.	OUH Security Service has been informed	Yes
Re-start any suspended services and maintenance.	Ensure contractors are aware to cover cleaning, waste, access systems, fire testing, internal plants, pest control etc.	Service maintenance were maintained during lockdown as they serve critical equipment.	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.	No	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	Yes
Photocopiers operational?	Check photocopiers are on and replenished with paper, toner etc. Liaise with Helpdesk/Departmental IT as needed.	Yes	Yes
First aid boxes in place and stocked?	Check and restock as required.	Yes	Yes
Check furniture arrangements.	Check whether any moves are required, for example if social distancing is continuing.	LS confirmed no furniture moves are required.	Yes
PEEPs up to date?	Check and review PEEP - needs may have altered from before closures and remote working	No PEEPS currently in place for this site.	Yes
Ladder check.	Ensure ladder checks are carried out and records are up to date.	Check with CM what date	Yes
DSE review.	Review DSE requirements as needs may have changed following remote working.	Ongoing reminders sent via Departmental newsletter	Yes

Pressure systems. (including discard autoclaves).	Ensure all pressure systems have been checked and are within inspection date. Especially important for steam systems/plant.	Not applicable	N/A
Fume cupboards.	Check that all cupboards are within the test date. Arrange tests before use if beyond due date.	Not applicable, no fume cupboard on site.	N/A
Microbiological safety cabinets.	Check that all cabinets are within the test date. Arrange tests before use if beyond due date.	Not applicable, no MSC on site.	N/A
Local Exhaust Ventilation.	Check that all LEV within test dates. Arrange tests before use if beyond due date.	Not applicable	N/A