

Building re-opening checklist - General

	Action	Person Responsible	Date Completed
1	Are there strange odours on opening doors?		
2	Has gas system been checked? Any odours/leaks?		
3	Check any pest baits, evidence of problem. If there is a contract arrange visit by pest contractor.		
4	Check smoke alarms/detectors/emergency exits are unobstructed.		
5	Check building for food debris (including ice in dispensers), out of date food.		
6	Deep clean and disinfect all equipment and surfaces.		

Building re-opening checklist- Water Safety

	Action	Person Responsible	Date Completed
1	Assess whether you will check and clean your water system in-house or call in an external expert. You should consider risk, cost, time and complexity of the site.		
2	Designate tasks to named individuals.		
3	Compile a checklist of all water using appliances and outlets eg. First floor washroom basin one cold tap, or kettle in ground floor kitchen.		
4	Ensure staff carrying out cleaning and water checks have PPE; minimum should be masks to cover the nose and mouth.		
5	Check that all staff carrying out cleaning and inspection understand what to do and are aware of the risks to themselves, their colleagues and customers, visitors or users of the building.		
6	Empty and, if possible, inspect any water storage tanks.		
7	Set the boiler to 60 degrees centigrade or higher		
8	Flush out the hot water systems. Open outlets slowly to prevent splashing and limit aerosols. Open outlets closest to the boiler first. Let each outlet run until the water is hot (ideally as close to 60 degrees centigrade as possible). Ensure shower heads and hoses are close to drains if possible, to prevent aerosol generation. Tick off each outlet on the checklist once completed.		
9	Flush out the cold water systems. Open outlets slowly to prevent splashing and limit aerosols. Open outlets closest to the mains intake first, this		

	will be those closest to the water meter. Let each outlet run until the water is cold (less than 20 degrees centigrade). Ensure shower heads and hoses are close to drains if possible, to prevent aerosol generation. Tick off each outlet on the checklist once completed. Flush all toilets a couple of times with the lid closed.		
10	<p>Check all drinking appliances:-</p> <ul style="list-style-type: none"> • Empty and rinse kettles • Change the bottles on water coolers • Flush out mains-fed water coolers • Clean the nozzles on water coolers and drinking fountains • Empty any ice makers and dispose of next production of ice • Change or clean the filters on any fridge door water dispensers or water jug filters • Clean any other water dispensers. 		
11	Check and clean any water features, water softeners or other water using appliances in line with the manufacturer's instructions.		
12	Run washing machines and dishwashers on a high temperature setting whilst empty.		
13	Check any outdoor taps, hoses, or irrigation equipment and flush through until the water is cold.		
14	Check all hot tubs, spas and pools in line with the manufacturer's instructions.		
15	Once the system is flushed, remove and clean shower heads and tap inserts if possible		
16	Make sure all staff are aware of the increased possibility of leaks when the building reopens.		
17	Inform your water company when you are about to reopen. You can find their details on your water bill.		
18	Inform staff that the water may appear 'milky' for a few days due to trapped air in the system and taps and other outlets may be 'splashy' or have different pressures to normal for a few days. However, you should contact your water company, plumber or professional water contractor if you have any major concerns over the smell or appearance of your water.		

LINKS

<https://www.gov.uk/coronavirus/business-support>

<https://www.hse.gov.uk/healthservices/legionella.htm>