



# BUILDING REOCCUPATION CHECKLIST



## PLUMBING

- Test each fixture for operation and leaks; verify no leaks at drain
- Cable, scrape, clean and hydro-jet sewer, soil and waste drains
- Sterilize the supply water and drain lines (especially in fixtures providing consumable water)
- Flush, sterilize and replace water filters for drinking fountains and bottle fillers
- Exercise plumbing isolation valves to ensure operation in the event of an emergency
- Flush, clean and perform service and planned maintenance tasks of boilers, water heaters and circulating pumps

## REFRIGERATION

- Flush, sterilize and replace water filters for ice machines and water dispensers
- Clean and sterilize cold storage areas
- Perform service and planned maintenance of all HVAC/R systems, ensuring proper operation

## HVAC

- Clean blower wheel and condenser coils
- Replace return air filters and belts
- Clean supply air louvers and return air grilles
- Have a duct cleaning service performed
- Flush and clean indoor coils, condensate pans and drains
- Install bi-polar ionization or ultraviolet air sterilization stations in the HVAC system
- Perform service and planned maintenance tasks on all HVAC systems, ensuring proper operation

## ELECTRICAL

- Conduct a breaker panel and electrical motor IR scan, ensuring no “hot spots” exist
- Perform breaker panel torque and tighten maintenance tasks
- Inspect all lighting systems and replace failed lamps and ballasts
- Perform emergency generator service and maintenance tasks
- Conduct a generator start and load balance, and ensure ongoing periodic generator test schedule is planned