BACK IN THE BUILDING Reoccupying your workspace – the right way

Most businesses have been operating from home offices for the last seven weeks. As Alert Level 2 looms, so does the opportunity to bring your workforce back together in shared spaces.

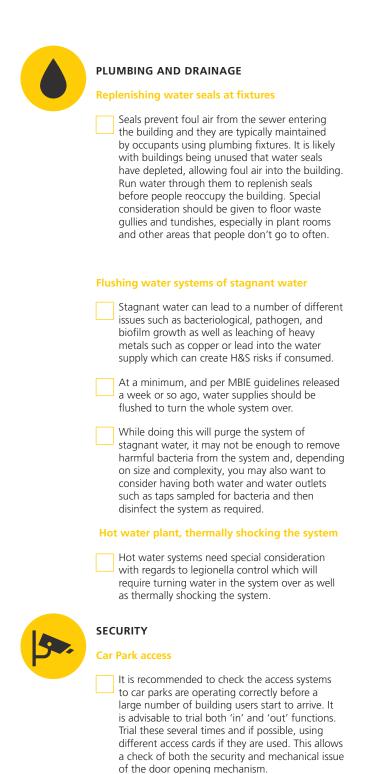
What do you need to think about before reoccupying a building? And what might you need to do differently to ensure your spaces operate effectively?

Our experts share a practical checklist to make your transition as easy as possible:

MECHANICAL	ELECTRICAL
Air	Emergency lighting
Cleaning internal surfaces on Air Handling Units (AHU), cleaning filters, and heat exchange coils: Lack of airflow through a mechanical system can cause mould and other bacteria to grow within the air side system and industry guidelines globally recommend cleaning these surfaces before operating them again.	The emergency lighting system is part of the re BWoF test. Given the likelihood that the system or fittings have not been tested, it is advisable should be as battery backup may not have been recharging during this time. General fluorescent lighting
Increase outdoor air rates: To reduce or eliminate recycling potentially contaminated air global industry guidelines recommend increasing outdoor air rates.	In the event that some lighting may be been lead there is some 'flickering' of the fluorescentist advisable that the switch for these fitting be switched off. This may indicate the capacite starter in the light is trying to 'ignite' the tube,
Water	this creates a very high but short spike in volta is possible this can lead to overheating and cre
Cooling tower dosing (chilled water, heating,	possible ignition or burning/damage to the ins
etc.): Cooling towers spray water into the air to reject heat from the system. When these systems	of the immediate wiring within the fitting. The
shut down it can lead to enhanced corrosion,	fluorescent tube should be replaced.
and also the growth of legionella which, given	Stairwell and toilet lighting
the cooling tower aerosolises the water mist, it presents significant risk to people contracting legionella.	Check the operating of the lighting.
	Various alarms within equipment
Chilled and heating water supply dosing: Mechanical water systems rely on inhibitors being circulated within the water supply system to prevent bacteria growth and reduce corrosion rates. If not turned on, or the dosing unit is empty it could have adverse effects on the system.	Many small pieces of general office equipment have internal batteries associated with them T batteries can be used to power memory within tool or equipment. Sometimes if the battery is alarm can sound. It may be necessary to 'reset item or just repower.
Electrical for mechanical and controls	In some cases, the alarms can be for building s
Updating time settings on HVAC control systems: Industry guidelines recommend extending the hours of operation to allow purging before people occupy the building each day, and after they have left.	for example sump pumps typically in a baseme car park level, lift pit sump or battery system the power main switch board controls and the like important to register these alarms to the facility manager or the maintenance contractor.
Resetting BMS: Some BMS have a self-learning	Updating time settings on lighting
function and, given most buildings have been left unoccupied, it may have led to incorrect system settings being used for the building once it is reoccupied.	Depending how you plan to reoccupy your bui (e.g. extended office hours to facilitate social distancing) you may need to extend the 'occup time hours' to reduce the need for building oc
Check electric heating elements (VAV, etc.): Due to buildup of dust, this can present a potential fire hazard on heating elements.	to use light switches and the like.



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Roller doors and gates use mechanical 'relays' as switches. It is possible these relays can stick and

not operate.

Upo	lating time settings on security access control
	If you are planning on changing 'normal' operating hours, remember to adjust your security access control to suit.
Get	ting access to back end security control data
	While not fool proof (e.g. one person could swipe their access and two people could walk though), this can be used to assist in contact tracing if required as keeping a record of who has been in different areas of the building, depending on

OTHER / GENERAL

your setup.

Escalators and lifts

	It is advisable that the maintenance contractor
	is approached to confirm lift operations are all
	correct and any interfaces, such as fire alarm
	(homing functions), internal lift car alarm/comms
	connection, and any security operations are
	functioning correctly.

Office equipment

It is likely that many staff will have relocated
equipment from their place of work to their
'home office'. Don't forget to register the
return of the office equipment (and take serial
numbers). It may be useful to ask each staff
member to check the power supplies for any
damage (has the dog used the cord as a bone?).
The PCBU (Person Conducting a Business or
Undertaking) has responsibilities under the Health
and Safety Act, these small items need to be
considered.

Vermin and other pests

Checking for vermin and other pests in storage areas and the like as they may have made the building their home while it's been unoccupied.

The information provided in this document is generic in nature and provided in good faith based on industry guidelines current at the time of publishing and should not be relied on for specific application. For advice in relation to your building or application please speak to your Beca contact or Steve Roskruge, Brendon Dwyer, Nik McIntosh or Jaclyn Pow.

