



Building reopening checklist

Before re-opening your property, you need to consider the safety of the property that's been closed for some time. The person responsible for the re-opening the property should be checking the property for the items contained in this checklist. Insert a Y (yes), N (no) or NA (not applicable) in the status column. If you put 'N', note down actions required. Please note this list isn't exhaustive.

Name of premises risk assessment completed for:					
Address:					
Name of person completing risk assessment:		Role:		Membership no. (if applicable)	

Services/activity	Status (Y/N/NA)	Date completed	Action required
Set building opening date and time and communicate it to users.			
Stop periodic drive-bys and external building checks.			
Complete the annual property risk assessment			

Physical security	Status (Y/N/NA)	Date completed	Action required
Restore normal processes for opening and closing building entrances and windows.			
Check bookings don't exceed the building occupancy levels.			

Fire safety	Status (Y/N/NA)	Date completed	Action required
Check all fire routes and final exits are clear and free from obstructions.			
Check fire doors are closed or are on magnetic release/fire door holders.			
Check fire extinguishers and blankets are provided in all designated areas, clearly marked and unobstructed.			
Check fire routes and doors are correctly marked and signage is unobstructed.			

Alarms	Status (Y/N/NA)	Date completed	Action required
Restore fire and security alarm systems to normal status.			
Check fire alarm system is fully working and there are no faults noted on the fire panel.			

Signage	Status (Y/N/NA)	Date completed	Action required
Restore any signage associated with building closure			

Building services	Status (Y/N/NA)	Date completed	Action required
Turn on small appliances (for example coffee machines, toasters, microwaves etc).			
Reinstate waste and recycling collection, especially garbage and perishable food and beverages.			
Check all fridges are plugged in, running and operating at 5°C or below.			
Check all freezers are plugged in, running and operating at - 18 °C or below.			
Turn on any gas supply.			

Heating and ventilation systems	Status (Y/N/NA)	Date completed	Action required
Verify automatic temperature control/freeze protection is in place and active.			
Place systems in normal status.			
Do controlled start-up of boilers and steam generators.			

Plumbing	Status (Y/N/NA)	Date completed	Action required
Check bathrooms are in good condition with no issues.			
Restore plumbing systems to normal status. Check hot and cold water is running to all wash hand basins, and the hot water temperature is suitable.			
Consider replacing or removing and descaling shower heads before reusing.			
Ensure a competent person disinfects the cold water system (where applicable).			
Flush the system through, running all taps, showers and outlets for 2 minutes before reusing, taking appropriate precautions in relation to legionella contamination.			
Check sanitary and storm drainage for any blockages.			

Emergency systems	Status (Y/N/NA)	Date completed	Action required
Ensure emergency systems are in standby mode.			
Ensure remote monitoring, if in place, is active and functioning.			
Ensure leak detection devices are functioning.			
Check fire/smoke/carbon monoxide detectors.			

Lighting systems	Status (Y/N/NA)	Date completed	Action required
Restore interior and exterior lighting controls to normal status.			
Ensure interior and exterior lighting is working.			
Check the emergency lighting is in full working order and a test has been carried out.			

Electrical systems	Status (Y/N/NA)	Date completed	Action required
Restore electrical systems to normal status.			
If applicable, check back-up generator status and fuel storage.			

Miscellaneous	Status (Y/N/NA)	Date completed	Action required
Check any out-of-date products have been disposed of.			
Check any internet connection to the premises is fully operational.			

Cleaning	Status (Y/N/NA)	Date completed	Action required
Check cleaning chemicals are fully stocked and available for use.			
Clean and sanitise food contact and preparation surfaces.			
Wash all food contact equipment and utensils.			
Clean and sanitise fridges and freezers.			
Clean and sanitise all hand contact surfaces.			
Clean and sanitise all sinks and wash hand basins.			
Clean all structures (for example floors, walls, ceilings and doors).			

Pest control	Status (Y/N/NA)	Date completed	Action required
Check all areas are free from pest activity and droppings.			
If pest activity or droppings are found, contact a pest control contractor.			
If applicable, safely remove and dispose of any droppings and clean and sanitise the area.			
Ensure electric fly killers are in good working order.			

Lifts including disabled hoists	Status (Y/N/NA)	Date completed	Action required
Check all insurance inspections and turn the lifts back on			