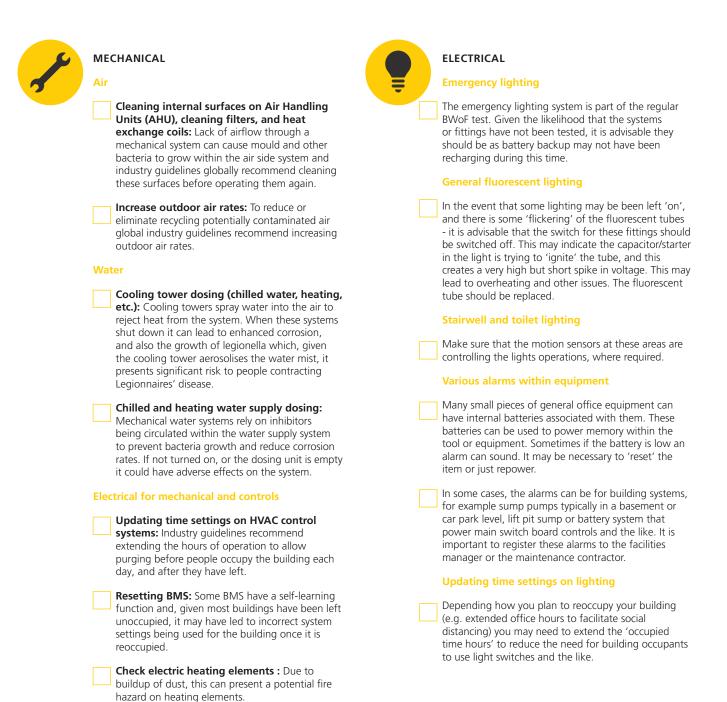
BACK IN THE BUILDING Reoccupying your workspace – the right way

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.

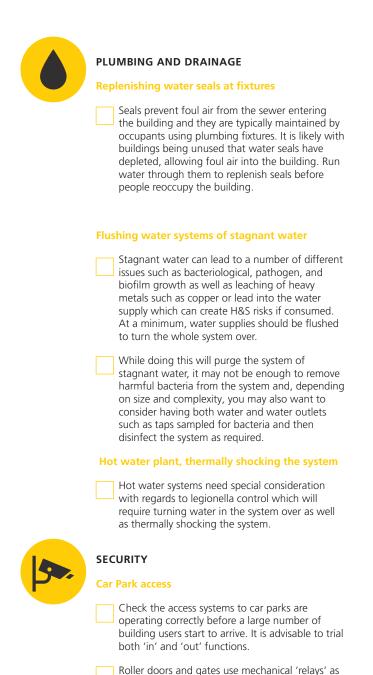
What do you need to think about before reoccupying a building? And what might you need to do differently to ensure your spaces operate effectively?

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





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switches. It is possible these relays can stick and

not operate.

Updating time settings on security access control If you are planning on changing 'normal' operating hours, remember to adjust your security access control to suit. Getting access to back end security control data While not foolproof (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. OTHER / GENERAL **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'. Register the return of the office equipment. 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?). 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.

