## Preopening Task List

### Occupying Department Responsibility
- [ ] Determine building usage and expected occupancy (refer to EHS Integrator for status)
- [ ] Receive approval from Provost Office prior to returning to building
- [ ] Confirm authorized users card access to building with Security
- [ ] Delivery communication and receipt process established
- [ ] Establish occupancy schedule and log to maintain max. 50% occupancy
- [ ] Initial delivery of PPE and disinfection supplies

### Joint Occupying Department & Facilities Responsibility
- [ ] Record & identify any add. requests for future implementation (i.e. touchless faucets, door openers, etc.)
- [ ] Access guidelines reviewed and confirmed with all vendors
- [ ] Training completed by all staff (TMS)
- [ ] Post Signage (department signage by Occupant/Program Admin., typical building signage by Facilities)
- [ ] Make changes to space layouts and section off areas and seating (common areas by Facilities)**

### Facilities Responsibility
- [ ] Modify system operation consistent with recommendations and perform required maintenance *
- [ ] Assign Building / Space Operating Level; note any exceptions **
- [ ] Review MEP system design and operating parameters; make recommendations *
- [ ] Perform O&M building walk-throughs / inspections / start-up / flushing / firesystem inspections **
- [ ] Inspect building entrances/areas of building for cleanliness, etc. **
- [ ] Clean interior areas consistent with operating level
- [ ] Provide building hand sanitizer at key locations *
- [ ] Landscape and grounds ready **
- [ ] Verify BAS is monitoring system operation / Acknowledge system changes / Monitor *

### Final Signoff - Joint Responsibility
- [ ] Perform final pre-opening building inspection **

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* As applicable in Leased Properties

** Not applicable in Leased Properties