

Preopening Task List	Occupant/ Dept. Lead Admin.	Facilities Department					
		University Planning	Physical Plant Operations/ Tenant Services	Custodial/ Landscp. & Grounds Mngmt.	Engineering	Facilities Customer Service	Fire Code Compliance
<b>Occupying Department Responsibility</b>							
<input type="checkbox"/> Determine building usage and expected occupancy (refer to EHS Integrator for status)	X						
<input type="checkbox"/> Receive approval from Provost Office prior to returning to building	X						
<input type="checkbox"/> Confirm authorized users card access to building with Security	X						
<input type="checkbox"/> Delivery communication and receipt process established	X						
<input type="checkbox"/> Establish occupancy schedule and log to maintain max. 50% occupancy	X						
<input type="checkbox"/> Initial delivery of PPE and disinfection supplies	X						
<b>Joint Occupying Department &amp; Facilities Responsibility</b>							
<input type="checkbox"/> Record & identify any add. requests for future implementation (i.e. touchless faucets, door openers, etc.)	X	X	X	X			
<input type="checkbox"/> Access guidelines reviewed and confirmed with all vendors	X		X	X			
<input type="checkbox"/> Training completed by all staff (TMS)	X		X	X			X
<input type="checkbox"/> Post Signage (department signage by Occupant/Program Admin., typical building signage by Facilities)	X			X			
<input type="checkbox"/> Make changes to space layouts and section off areas and seating (common areas by Facilities)**	X			X			
<b>Facilities Responsibility</b>							
<input type="checkbox"/> Modify system operation consistent with recommendations and perform required maintenance *			X				
<input type="checkbox"/> Assign Building / Space Operating Level; note any exceptions **			X	X	X		
<input type="checkbox"/> Review MEP system design and operating parameters; make recommendations *			X		X		
<input type="checkbox"/> Perform O&M building walk-throughs / inspections / start-up / flushing / firesystem inspections **			X				X
<input type="checkbox"/> Inspect building entrances/areas of building for cleanliness, etc. **				X			
<input type="checkbox"/> Clean interior areas consistent with operating level				X			
<input type="checkbox"/> Provide building hand sanitizer at key locations *				X			
<input type="checkbox"/> Landscape and grounds ready **				X			
<input type="checkbox"/> Verify BAS is monitoring system operation / Acknowledge system changes / Monitor *						X	
<b>Final Signoff - Joint Responsibility</b>							
<input type="checkbox"/> Perform final pre-opening building inspection **	X		X	X			X

\* As applicable in Leased Properties

\*\* Not applicable in Leased Properties