

# Healthy Spaces Checklist: Top Ten Actions for Facilities Engineering Teams

As tenants, employees, and customers return to spaces, here's clear action items your facilities engineering team can take to help everyone follow expert guidelines and support operations efficiently:

- 1. Manage elevator use per social distancing guidelines.**
  - Limit elevator occupation to 2 or less with clear signage and messaging.
  - Help lines form safely with clear demarcation in waiting areas and lobbies.
- 2. Complete preventative maintenance without overtime costs.**
  - While building occupancy is reduced, complete preventive maintenance projects that require major shutdowns during daylight hours, with less disruption and late-night labor costs.
  - Take pressure off everyone with preventive maintenance performed before occupants return.
- 3. Save costs by safely reducing operations to match occupancy.**
  - Optimize mechanical, electrical, and plumbing operations to match reduced needs due to low occupancy.
  - Retain levels needed to safeguard assets against threats from mold, standing water, and excessive humidity or temperatures.
- 4. Clean out and disinfect common area resources, kitchen equipment, and plumbing.**
  - Empty refrigerators and dispose of old food/liquids occupants left in refrigerators to prevent strong odors and mold.
  - Perform preventive maintenance on refrigerators.
  - Inspect P-traps and gaskets for odors, and leaks, and signs of deterioration. Replace before higher usage resumes.
- 5. Ensure heating equipment is properly shut down.**
  - Avoid damage or deterioration from improper seasonal transition.
  - Complete off-season annual maintenance to avoid future downtime.
- 6. Ensure your Standard Operating Procedures and safety training are updated.**
  - Stay current on your MEP systems' manufacturer bulletins by researching then modifying your maintenance program.
  - Update SOPs for any new products, personal protective equipment, and operational decisions.
- 7. Review all your building control technology.**
  - Ensure building automation and control systems are programmed for changing priorities.
  - Verify all software is current with your industry contact.
- 8. Prioritize mechanical maintenance for data centers and server rooms.**
  - Ensure temperature control and other outcomes critical to your business assets.
  - Safeguard your ability to support remote work and facilitate client and customer communication with your teams.
- 9. Support ongoing project supervision safely and effectively.**
  - Ensure access to bathrooms and key resources for any on-site project teams.
  - Empower engineering staff to safely manage vendors and subcontractors' use of PPE and other necessary protections while on your property.
- 10. Help keep shared spaces clean and disinfected for today and tomorrow.**
  - Coordinate schedules with cleaning and disinfection teams, especially in high-traffic areas.

**ABM can provide further guidance in facility engineering and enhanced cleaning services. Ask an ABM expert more at [866.624.1520](tel:866.624.1520) or choose Facilities Engineering at [ABM.com](https://www.abm.com)**