

# BOMA – SECURITY RISK MANAGEMENT ADVISORY COUNCIL (SRMAC)

## COVID 19 - Extended Building Closure Checklist

The following activities are suggested and should be considered in respect to extended closure of a property. Management should add items applicable to their property; and consult with security, life safety, building operations / maintenance and cleaning subject-matter-experts for further detailed procedures.

<b>SECURITY OPERATIONS</b>	<b>COMPLETED</b>
Determine required number and deployment of Security and Life Safety staff to complete Security Operating Procedures for property, including visible presence.	
Establish procedures and security staff deployment requirements to manage tenant access requests to the property.	
Ensure tenants are aware of communication mediums available for access, requests	
Reinforce Building and Fire Code Legislative requirements including checks, inspection, testing and maintenance of fire alarm, life safety and sprinkler systems.	
Update / maintain the list of all employees and essential/emergency contractors home phone numbers; to be maintained at local site and command centre	
Cross-train selected employees on the operation of life safety systems such as fire panel operation and location of all life safety equipment such as generators, diesel fuel storage, fire pumps, and sprinkler shut-off locations.	
Conduct daily security briefings with security staff to identify emerging risks/trends	
Inspect emergency / first aid supplies (i.e. supplies of flashlights, batteries, disposable masks, medical gloves and sanitation products, plywood etc.)	
Inspect doors/locks/windows for good condition and ensure locked	
Assign regular patrols to identify leaks/unsafe conditions	
Conduct alarm tests and confirm receipt of signals by monitoring company	
Ensure equipment that is shared between employees is sanitized / wiped down upon each hand-over (e.g. radios, mobile phones, workstations, touch screens etc.)	
Ensure locations of all critical equipment is marked on floor plans and kept in an accessible area for emergency purposes	
Ensure physical protection of equipment, mitigate cyber threats, and protect communications by securing system rooms; communication closets; and all rooms or compartments that contain mechanical equipment; electrical gear; on-line networks; and other life-safety components	
Where possible secure/lockdown of all parkades and parking areas	
If not already deployed, consider security guard coverage to monitor CCTV 24 x 7. Reinforce perimeter surveillance for suspicious activities in parking lots, parkades, delivery areas etc.	
Complete a full property door and lock audit and complete necessary repairs. Focus on emergency exits, perimeter doors, loading dock doors / grills, roof hatches.	
Regularly meet with local police to discuss property and community risks or trends	
Keep in contact with neighbouring properties to understand changes in their environment/operations.	

<b>BUILDING ADMINISTRATION AND OPERATIONS</b>	<b>COMPLETED</b>
Site teams to create a building staff organization chart showing all employees on duty and duties to be performed.	
Pre-arrange specialized cleaning / sanitizing procedures, with cleaning contractor, in the event of biological contamination (i.e. virus or other contagion)	
Identify and schedule competent Operations employees to perform visual checks on and can adjust essential equipment such as chiller(s), Heat Exchangers, boilers, fans, pumps, cooling towers including performing water treatment tests.	
Ensure all technical staff scheduled are competent with the operation of the building HVAC automation system, including lighting control systems. In general, HVAC and Lighting systems should be set to 'unoccupied or holiday mode' where applicable, especially if the building is largely unoccupied for the next several weeks. Where possible, provided essential staff internet access to these systems.	
Ensure essential building supplies are on site, (filters, water treatment supplies, lubricants, etc.)	
Continue to ensure equipment that is transferred between employees is wiped down regularly (e.g. radios, mobile phones, workstations, touch screens etc.)	
Set up procedures to mitigate virus exposure when handling tenant complaints i.e. responding to a tenant demand maintenance calls such as too hot/too cold, lighting or cleaning. Be prepared and anticipate shortages of essential cleaning supplies, sanitizers and Personal Protective Equipment (PPE).	
Ensure site teams have personnel on hand who can de-energize heat/hydro/gas/water supplies if needed. Be mindful of similar requirements for Food Court & Restaurant tenants.	
Complete a thorough walk through to ensure no perishable items or garbage remain in spaces.	
Ensure tenant keyholder/contact numbers are continually updated	
Advise tenants on notifying/adjusting and cancelling deliveries to their respective stores, including food court and professional services.	
Establish procedures to manage and notify courier and Canada Post deliveries.	

<b>DIGITAL TECHNOLOGY - DAILY INSPECTION</b>	<b>COMPLETED</b>
Check server rooms, equipment racks and Points of Presence (POP's) etc. to ensure secured and ensure cabinets / doors locked.	
Check all related equipment locations for water leaks, moisture, excessive heat or other hazards that could affect system operation (i.e. these areas should not be used for storage, especially of potential harmful / flammable substances).	
Wherever applicable ensure that cooling systems are functioning properly.	
Maintain access registers to record details of persons entering related equipment rooms or otherwise ensure applicable access control systems are functioning.	
Any unscheduled access request related to all related server rooms, communication closets or any other location holding digital / cyber or other related equipment must be reported to authorized property management.	
Appropriate controls must be in place for any access to digital / cyber or other related equipment locations, by any Contractor. All must be pre-approved by authorized property management.	
If applicable, ensure CCTV and Access Control systems are in good working order. Ensure all related components, rooms etc. are securely locked to prevent unauthorized access.	
Inspect all other administration office / security centre / and building operations workstations / printers / peripheral components to ensure they have not been damaged or tampered with.	
Ensure that any applicable workstation, that must remain powered up to run related applications, are properly secured by password, biometric or other physical protection measure.	
For any employee / contractor / security computer workstation located in common areas, elevator lobbies, information desks etc., and wherever potentially accessible to public access, ensure that this equipment is securely stored out-of-sight after business hours. This includes keyboards, printers, and other related components.	
All other unattended workstations must be powered off or password protected as per company guidelines.	