



Where standing apart is the best way to stand together.



## BOMA Toronto COVID 19 - Building Extended Closure Checklist

The following checklist has been prepared by the BOMA Toronto Security Risk Management Advisory Council (SRMAC) and should be supplemented with company and building-specific considerations. BOMA members are also encouraged to consult with security, life safety, building operations, maintenance, cleaning and other internal and external subject matter experts inside and outside your organization.

<b>PROPERTY SECURITY OPERATIONS</b>	Completed
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 (refer to the specific <i>"Supplementary Fire &amp; Life Safety Checklist"</i> below).	
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 security / intrusion etc. alarm tests and confirm receipt of signals by monitoring company.	
Ensure equipment 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,	

# B O M A

Where standing apart is the best way to stand together.



delivery areas etc. Ensure appropriate lighting for night-time conditions. Ensure lighting is maintained in sensitive exterior areas prone to break & enter.	
Complete a full property door and lock audit and complete necessary repairs. Focus on emergency exits, perimeter doors, loading dock doors/grills, roof hatches.	
Continually inspect the property exterior for any signs of vandalism/graffiti or for signs of attempted intrusion or breach. Inspect sidewalks and areas used by the public to ensure safe and in good condition. Also check exterior propane storage cages for damage and locks secured.	
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><i>Supplementary Fire &amp; Life Safety Checklist</i></b>	Completed
Fire alarm operational and clear of all troubles and bypasses.	
Life safety systems maintained (Emergency systems).	
Maintain a sufficient supply of fuel for emergency systems (day tanks are full).	
Sprinkler system is in good working condition and free of impairments.	
Drum Drips drained weekly during cold weather.	
Automatic sprinkler system pressure gauge(s) indicate adequate pressure.	
Water supply is in service and pressure is normal.	
All fire protection valves are locked and/or supervised in the open position.	
Firefighter Elevators are operational.	
Fire alarm company regularly tests alarms and confirms receipt of signals to monitoring company.	
Sprinkler heads are free from obstructions.	
Fire doors are closed and operational.	
Standpipe system is operational and hoses intact (where applicable).	
Fire extinguishers are maintained and easily accessible.	
Fire Department Connection (FDC) caps intact and free from obstruction.	
Hydrants are in good condition and are accessible.	
Access and egress maintained.	
Emergency Water Shut-down procedures are in readily accessible area.	
Exit lights illuminated and clearly visible.	



Where standing apart is the best way to stand together.



<b>PROPERTY ADMINISTRATION AND OPERATIONS</b>	Completed
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 able to adjust essential equipment such as chiller(s), Heat Exchangers, boilers, fans, pumps, cooling towers including performing water treatment tests. Ensure sufficient heating is maintained in the building.	
In general, all mechanical areas (boiler room/electrical room) should be regularly inspected for any abnormal operations. Make sure that temperature alarms are in service, regularly tested and receipt of alert signals confirmed.	
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.). Chemicals should be stored in locked rooms/cabinets.	
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 etc.). 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.	
Inspect plumbing connections and fittings for signs of leaks and/or corrosion. Ensure Sump Pumps are all operational.	
Occupancy restrictions related to COVID-19 government legislation/quarantines will impact building water flow owing to reduced occupancy. Municipalities have warned such factors may lead to water stagnation within Building Water Systems or contribute to issues including <i>Legionella pneumophila</i> . Property management must ensure proper maintenance of any related features including cooling towers, decorative fountains, swimming pools etc. – with the consideration of potential draining/shut down. All of this must be respectful of the related manufacturer guidelines and Occupational Health & Safety/Environmental legislation.	
Verify interior and exterior lighting is maintained in good working order.	
Washrooms should be inspected for signs of leaks and hygiene.	
Roof should be regularly inspected including roof drains and scuppers.	
Consider preparation of a <b>"Closed Retail Tenant Space - Inspection Checklist"</b> (see below) and arrange a visit program in collaboration with the tenants and property security personnel.	



Where standing apart is the best way to stand together.



Complete a thorough walk through to ensure no perishable items or garbage remain in spaces. Make sure all common space, interior corridors, loading dock areas and exterior surroundings/parking lots are all kept free of litter and trash.	
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.	

<p style="text-align: center;"><b>CLOSED RETAIL TENANT SPACE - INSPECTION CHECKLIST</b></p> <p>This list suggests important checks for tenants, to prevent potential damage and contribute to a smoother restoration of operations. Tenants are specifically encouraged to use their own corporate/insurance mandated checklists.</p>	Completed
Ensure contact lists are up to date; tenant emergency response plan in place; and appropriate access to unit is arranged with property management for emergencies.	
Ensure all exits/routes are clear of any combustibles or obstructions; Emergency and exit signs functional & clearly visible/unobstructed; and Fire Extinguishers well maintained and easily accessible.	
Ensure all doors and windows are secure and look for any signs of damage. Check and inspect all locks to ensure functionality.	
Ensure all supplies of water sources have been shut off. Look for any signs of water leaks (check all areas: washrooms, floors, storage rooms and ceiling). Check ceiling tiles for potential signs of damage (water damage or cracked). If possible, regularly attend premises or arrange to have washrooms/toilets flushed to prevent sewer gas build up (remember to open then re-close water supply).	
All on-site chemicals should be identified, and containers properly closed/sealed to secure from leakage. Chemicals must be locked in a cabinet to avoid unauthorized access to them (refer to applicable WHIMIS / MSDS guidelines).	
All non-essential electrical connections must be powered off and all other electrical connections inspected to ensure they are in good condition.	
Look for any signs of pest droppings / insects and inspect pest control traps to prevent contamination (i.e. if replacement required please contact your professional pest management contractor).	
Ensure all other applicable food supplies (i.e. in cans, containers etc.) are stored safely and securely in sealed containers - away from pests or other sources of potential contamination. Ensure no items are left in open areas (i.e. theft risk).	
All perishable food must be removed; and clear out ALL waste receptacles. Dispose of all garbage / recycling properly and as directed by property management.	
Check all storage and racking for any signs of damage or threat of potential collapse.	



Where standing apart is the best way to stand together.



<b>PROPERTY DIGITAL TECHNOLOGY - DAILY INSPECTION</b>	Completed
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 workstations, 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.	
Consider switching off public Wi-Fi access given ultra low customer traffic.	