seasonal transition.

future downtime.

☐ Complete off-season annual maintenance to avoid



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:

•	guidelines.	0	and safety training are updated.
	☐ Limit elevator occupation to 2 or less with clear signage and messaging.		☐ Stay current on your MEP systems' manufacturer bulletins by researching then modifying your
	☐ Help lines form safely with clear demarcation in		maintenance program. ☐ Update SOPs for any new products, personal
2.	waiting areas and lobbies. Complete preventative maintenance without		protective equipment, and operational decisions.
	overtime costs. ☐ While building occupancy is reduced, complete	7.	Review all your building control technology. ☐ Ensure building automation and control systems
	preventive maintenance projects that require major shutdowns during daylight hours, with less disruption and late-night labor costs.		are programmed for changing priorities. Verify all software is current with your industry contact.
	☐ Take pressure off everyone with preventive maintenance performed before occupants return.	8.	Prioritize mechanical maintenance for data centers and server rooms.
3.	Save costs by safely reducing operations to match occupancy.		☐ Ensure temperature control and other outcomes critical to your business assets.
	 Optimize mechanical, electrical, and plumbing operations to match reduced needs due to low occupancy. 		☐ Safeguard your ability to support remote work and facilitate client and customer communication with your teams.
	☐ Retain levels needed to safeguard assets against threats from mold, standing water, and excessive humidity or temperatures.	9.	Support ongoing project supervision safely and effectively.
[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.		☐ Ensure access to bathrooms and key resources for any on-site project teams.
			 Empower engineering staff to safely manage venders 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.
5.	Ensure heating equipment is properly shut down.		
	☐ Avoid damage or deterioration from improper		

ABM can provide further guidance in facility engineering and enhanced cleaning services. Ask an ABM expert more at 866.624.1520 or choose Facilities Engineering at ABM.com