



Before Closure

1. Remove garbage, food, and other perishable materials prior to closure.
2. Develop a plan for maintaining water systems during closure.
3. Develop a plan for managing HVAC systems during closure.

During Closure

1. Routinely inspect for water intrusion events, which can result in water damage or mold growth if left unaddressed (e.g., roof leaks, plumbing leaks, surface flooding).
2. Continue pest control measures on a modified schedule. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.
3. Consider ways to prevent water stagnation, including flushing fixtures routinely, to avoid issues with water quality including microbial growth of organisms, leaching of metals, and buildup of sediment. Address potable water system components as well as specialized water systems (e.g., fountains, cooling towers, misters, etc.).
4. Ensure drain traps remain filled.
5. Periodically run HVAC system to ventilate the building and reduce buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds. Continue routine maintenance on a modified schedule.

Before Re-Opening

1. Ensure that water damage or standing water is not present. Address any mold/moisture issues before re-occupancy.
2. Ensure that garbage, food, and other perishable materials are removed as appropriate.
3. Inspect for pests and rodents. Reduced maintenance activities can allow for infestation of pests or accumulation of pest allergens, dander, and droppings.
4. Ensure no objectionable odors are present. Investigate and address as needed (e.g., dry drain-traps, garbage, pests, water intrusion, unattended plants, spoiled food).
5. Evaluate spaces for COVID-19 safety concerns and implementing related modifications (e.g., postings, traffic routing, barriers, etc.). Consider the need for cleaning/disinfection, either based on actual risk or as a precaution to address occupant concerns about contamination.
6. Flush water fixtures prior to re-occupancy to remove stagnant water and address potential issues associated with specialized water systems (e.g., fountains, cooling towers, misters, etc.). Consider further assessment if conditions of concern present.
7. Ensure HVAC systems are in good condition. Inspect air handling units (filters, coils, pans, outdoor air intakes, etc.).
8. Ensure adequate ventilation to occupied areas. Lack of ventilation and circulation of fresh air during low occupancy can result in the buildup of indoor air and surface contaminants such as dust, particulates, and volatile organic compounds.