

Building Reactivation Checklist



Ready to re-open your vacant building after temporarily closing due to circumstances that required you to halt services? Since your building has been closed for some period of time, it may have been exposed to perils such as vandalism and weather-related damages that went unnoticed. Opening a facility that has been closed for any period of time should be done carefully. You should check for damages that may have been caused while the building was vacant. Additionally, for the safety of your staff and patrons, you should ensure your building and equipment are up to safety codes prior to offering services again. Use this checklist to help you properly reopen your building.

	Yes	No	N/A
Security <i>(Note: You might consider having a licensed contractor inspect alarm systems prior to reopening the building)</i>			
Is there a formal policy in place to reactivate the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors and windows in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is interior lighting in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If present, is security alarm in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is exterior lighting in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety <i>(Note: You might consider having a licensed contractor inspect smoke and alarm systems prior to reopening the building)</i>			
Is there a fire safety plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there regular fire drills in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire alarm & smoke detection systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler systems in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire hydrants in good working condition and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there fire extinguishers throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power <i>(Note: You might consider having have a licensed contractor inspect and test the sprinkler system(s) prior to reopening the building)</i>			
Has all non-essential power been reconnected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has unneeded electrical equipment been turned back on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety			
Has the staff been notified about any new policies in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building's heating system in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building's air conditioning system in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the health and safety of the staff been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the health and safety of visitors been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a method of recording visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the building clean and ready for reactivation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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