Lighting Systems

	Task Description	Task Assigned To
☐	Adjust interior lighting schedules to meet new occupancy schedules. Continue adjusting schedules as building occupancy changes. • Common spaces will likely have different schedules • Which spaces will be utilized? Ask, do not assume	
☐	Ensure outdoor lighting is scheduled and operating correctly (no exterior lights on during the day)	

HVAC and Water Systems

	Task Description	Task Assigned To
☐	Set expectations with occupants that there will be a period of adjustment. Initiate efficient changes before or as occupants return as they will be less likely to notice changes.	
☐	Adjust HVAC schedules to meet new occupancy schedules. Continue adjusting schedules as occupancy changes. Only schedule on units for areas that will be used. • Avoid setting units to 24/7 to minimize complaints.	
☐	Adjust exhaust fan schedules to match new occupancy schedules. Continue adjusting these schedules as occupancy changes. Only schedule on units for areas that will be used.	
☐	If minimum outside air flow setpoints were changed, slowly adjust these back to their original values. As number of occupants increase, increase outside air requirements. Minimum outside air flow should not need to be above 20%. • Systems with demand-controlled ventilation (DCV) should not have been adjusted and do not need to be adjusted as more people occupy the building.	
☐	Perform a building-wide sweep of sensors. • Consider recalibrating Duct Static Pressure (DSP), RAT, MAT and DAT sensors if they were last calibrated 2 or more years ago • Confirm building maintained under slight positive pressure (except for buildings with indoor swimming pools or other internal humidity loads) • Confirm reasonability of DSP setpoints and sensor values (reset as appropriate) • Check DSP setpoints against records (e.g. recent air balance report)	
☐	Verify occupied / unoccupied setpoints are established for both heating and cooling (if applicable). Verify these setpoints are uniform throughout the buildings. Adjust these setpoints prior to occupants returning to allow for a “fresh start”. • Typical heating setpoints are 68-70°F	

	• Typical cooling setpoints are 72-75°F • Be sure the dead-band between heating and cooling is at least 2°F	
☐	Scan the control system for overridden equipment or units in 'manual'. If feasible, place back in 'auto'.	
☐	Turn domestic hot water systems back on to 120°F. Adjust circulation pump schedules (if applicable) to operate only during occupied hours.	
☐	If trend data is available, verify fans are following schedules. Check duct static pressure charts. If unavailable, check fan status charts instead.	

Plug Loads

	Task Description	Task Assigned To
☐	If appliances are unplugged, ensure that only necessary appliances are plugged back in. If possible, remove unnecessary appliances before occupants return.	
☐	Establish a space heater policy since everyone is starting fresh. These should be limited to lower wattage units or ideally to heated pads only.	
☐	Consult IT to see if PC power management strategies can be utilized. Check feasibility of screens turning off rather than using screen savers.	

Other Systems

	Task Description	Task Assigned To
☐	If air compressors are used by occupants, place these compressors on schedules that match when the occupants will use them. Time clocks are a low-cost option.	

Organizational

	Task Description	Task Assigned To
☐	Identify communication channels you will use to communicate changes to tenants, occupants, and employees.	
☐	Communicate expectations to tenants, occupants, and/or employees prior to re-opening, including but not limited to: • New policies or procedures the building will be implementing; and • How you will communicate about any changes in building procedures. Ask occupants to share their re-entry plans so that building staff may help make the process as smooth and safe as possible.	