

# Return to Operations Checklist

Property Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Completed By: \_\_\_\_\_

**NOTE:** Prior to opening for business again, a deep clean of the entire premise(s) should be completed to ensure the safety of staff and guests.

## Building Exterior

- |   | Comments                       |
|---|--------------------------------|
| Are all lights working?                                       | <input type="checkbox"/> _____ |
| Is there any graffiti or vandalism that needs to be repaired? | <input type="checkbox"/> _____ |
| Is all refuse cleaned up and disposed of?                     | <input type="checkbox"/> _____ |
| Are the sidewalks and parking lot in good condition?          | <input type="checkbox"/> _____ |

## Building Interior

- |  |                                |
|--|--------------------------------|
| Set thermostat back to normal operating temperature  | <input type="checkbox"/> _____ |
| Check fire alarm panel and ensure there are no alerts on the panel   | <input type="checkbox"/> _____ |
| Check to ensure all equipment is operating in mechanical room  | <input type="checkbox"/> _____ |
| Ensure all plumbing fixtures are turned off and all drain plugs are open   | <input type="checkbox"/> _____ |
| Turn main water on again and ensure there are no leaks   | <input type="checkbox"/> _____ |
| Slowly turn open each of the water fixtures until regular pressure in line and then close  | <input type="checkbox"/> _____ |
| Ensure no leaks around any fixtures or around toilet   | <input type="checkbox"/> _____ |
| Plug in all fridges and other devices that had been unplugged ensuring that they are done one at a time so as not to overload the circuits | <input type="checkbox"/> _____ |
| If any coolers or freezers were shutdown they will need to be brought back on one at a time. Should be completed by a qualified contractor | <input type="checkbox"/> _____ |
| Check pool water balance and add chemicals if required   | <input type="checkbox"/> _____ |
| Check that chemical system and circulation pump are operating properly   | <input type="checkbox"/> _____ |
| Test to ensure emergency lights and exit signs are working   | <input type="checkbox"/> _____ |
| Advise alarm company that operations are starting again  | <input type="checkbox"/> _____ |
| Advise fire department and police that operations are starting again   | <input type="checkbox"/> _____ |
| HVAC system should be professionally cleaned and have all filters replaced prior to re-opening.  | <input type="checkbox"/> _____ |