Re-occupying Facilities: What Facility Managers Need to Know
Safety & Security Programs

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Meet Our Presenters

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Agenda

• Welcome and Introduction
• Technical Program
• Q & A
Top-Tier Facility Managers Consider These Primary Functions:

- O&M
- Cleaning Program
- Safety & Security
- Facilities Plan

When Re-Occupying Facilities
The Facility Manager’s best assets

✓ Your knowledge of your organization
✓ Your competency in facilities
✓ Your community through IFMA and the broader facilities industry

These are the best ways for a facility manager to help your organization recover, re-establish, and re-occupy our facilities and our workplaces both in the short-term and in the long-term
Past

Pre-Occupancy
- O&M
- Cleaning
- Security

Future

Re-Occupancy
What do we need to do to keep people healthy?

On-going
Facilities Plan: plans, processes, procedures that are modified or put in place
Life Safety Systems

General
- Review employee safety plan for work tasks
- Conduct safety compliance inspections

Fire Alarm Systems
- Check panels and control system functionality
- Test notification systems
Safety & Security Programs

Life Safety Systems

Fire Suppression Systems
• Check fire extinguishers, fire pumps, air compressors
• Inspect system for leaks

Safety Systems
• Check functionality of systems including AEDs, shower/eyewash stations
Tales from an FM

While everyone is away

- Deactivate badges to control access
- Make sure you communicate (avoid emotional upset and promote understanding/compliance of individuals)
- Consider use of security monitoring personnel for vacated facilities
- Test your alarms now...people aren’t in the building
- Need something from the office? We have concierge service!
Tales from an FM

Before everyone comes back

• Re-activate badges (this may take some reprogramming and coordination)
• Figure out the safety plan for hygiene etiquette in common spaces
• Figure out the population limitations
• Figure out how we are going to handle the “stuff” people will be bringing back in
**Physical Security Systems**

- Let people know you are coming back
- Check access control points and methods
  - Exterior openings - doors, windows, loading docks, hatches
  - Building perimeter - Check ladder and roof access
  - Electronic monitoring and access systems – consider touchless options
- Check alarm systems for functionality
- Check video surveillance systems
Safety & Security Programs

Three Critical Areas

1. Building entrances
2. Walkways
3. Parking lots
Safety & Security

**Physical Security Systems**
- Programmatic changes to access and security
- Visitor Management
  - Sign-in requirements and ID checks – consider touchless options
  - Waiting areas
  - Visitor traffic patterns and traffic flow
  - PPE requirements
Tales from an FM

When people start coming back

• Equipment needs to be cleaned
• Computers need to be free of unauthorized programs
• Communicate changes to safety & security processes, procedures, and protocols
• Change the culture of being sick

No sickness martyrs here!
Tales from an FM

Empower...people can return, subject to rules

Encourage...people return with rules in place

Expect...people are expected to come back to work

Exercise compassion...as we get people back into the office and keep people safe

Be kind to one another.
Wrap-up

The Facility Manager’s best assets

- Your knowledge *of your organization*
- Your competency *in facilities*
- Your community *through IFMA and the broader facilities industry*

**O&M**  **Cleaning Program**  **Safety & Security**  **Facilities Plan**

**Past**
- Pre-Occupancy

**Future**
- Re-Occupancy
- On-going
Questions?
New Resources available in the IFMA Knowledge Library
(http://community.ifma.org/knowledge_library)
1. Strategic Framework
2. Excel Project Plan Template for Re-entry to Facility after COVID-19
3. IFMA Foundation’s Pandemic Manual

IFMA webinars: https://gotostage.com/channel/ifma-webinars
Join us next Friday, May 15th for Part V: Facilities Plan Deep Dive

https://register.gotowebinar.com/register/2866156739992516621

Thank you!

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