



BUILDING COORDINATOR COVID-19 BUILDING READINESS CHECKLIST

Date:	Completed By:
Building:	Building Coordinator:
<b>CLEANING AND DISINFECTION SUPPLIES</b>	
<input type="checkbox"/>	Periodically check to ensure: <ul style="list-style-type: none"> <li>Cleaning and disinfection by Custodial Services is being done in accordance with the <a href="#">COVID-19 Cleaning and Disinfection Protocol</a>.</li> <li>Cleaning and disinfection supplies supplied or stored in the building are available to occupants and others who use them.</li> </ul>
<b>FACE COVERINGS</b>	
<input type="checkbox"/>	Ensure appropriate exterior signage is installed to re-enforce face covering requirements that are in adherence with the <a href="#">UW Face Covering Policy</a> . Order signage as needed from <a href="#">Creative Communications</a> to replace existing face covering signage and order new posters for facilities where face coverings are required for all individuals regardless of vaccination status (health care, K-12 and child care facilities).
<b>FIRE / LIFE SAFETY AND SECURITY</b>	
<input type="checkbox"/>	Modify evacuation plans as needed to address updated COVID-19 Prevention Plan elements. See the EH&S revised <a href="#">Fire Safety Evacuation Plan template</a> .
<input type="checkbox"/>	Check all departmental gas appliances to ensure there is not a gas smell and the pilot lights are lit.
<input type="checkbox"/>	Designate storage locations for COVID-19 prevention supplies and review with EH&S for compliance with the storage of <a href="#">alcohol-based hand sanitizer</a> and disinfectants.
<input type="checkbox"/>	Remind units/departments hosting <a href="#">contractors and vendors</a> to follow the <a href="#">COVID-19 prevention guidelines</a> established by EH&S.
<input type="checkbox"/>	Establish designated drop off and pick up locations for supplies and equipment that are delivered.
<b>PHYSICAL DISTANCING</b>	
<input type="checkbox"/>	Order signage as needed from <a href="#">Creative Communications</a> for facilities where physical distancing is not required but recommended for unvaccinated individuals. (Health care, K-12 and child care facilities require physical distancing regardless of vaccination status.)
<input type="checkbox"/>	For spaces that do not require physical distancing (see above), room occupancy/capacity limits shall be in accordance with the building and fire codes.



PLUMBING AND HANDWASHING FACILITIES	
<input type="checkbox"/>	<p>Walk through the building and note any plumbing concerns.</p> <p>Building coordinators should continue weekly testing of emergency eyewashes in public corridors to flush water through the system. Principal investigators are also asked to periodically flush eyewashes and laboratory faucets in research areas (once per week). Contact your respective facilities group if eyewashes or laboratory faucets cannot be flushed weekly.</p>
<input type="checkbox"/>	<p>Ensure handwashing facilities have soap and paper towels available.</p> <p>Place <a href="#">"Wash Your Hands the Right Way"</a> signage explaining best handwashing practices in or near restrooms or other handwashing stations. If there are any concerns, contact Building or Custodial Services.</p>
<input type="checkbox"/>	<p>Ensure hand sanitizer is available in common areas and lobby entrance. If there are any needs, contact Building or Custodial Services.</p>
POSTERS/SIGNAGE	
<input type="checkbox"/>	<p>Ensure COVID-19 signage and posters are visible at entrance to building and in localized areas according to the <a href="#">Building Readiness Guidelines</a>.</p> <p><b>Face covering signage:</b> Replace older versions of "Face Coverings Are Required" poster with either "Face Coverings are Required Regardless of Vaccination Status" (at entrances to health care, child care, and K-12 settings) or "Face Coverings Required for Unvaccinated Individuals" in all other areas.</p> <p><b>Physical distancing signage:</b> Remove all older versions of the "Physical Distancing at Work" poster and replace with "Physical Distancing Recommended for Unvaccinated Individuals."</p> <p><b>Back to the Workplace signage:</b> Replace older versions of the "Back to the Workplace" poster with the updated version at entrances to buildings.</p> <p><b>Stay Healthy, Huskies and Wash Your Hands the Right Way signage:</b> Building or Custodial Services is responsible for replacing posters in restrooms and handwashing areas. Order signs from <a href="#">Creative Communications</a> or print them directly from the <a href="#">Stay Healthy, Huskies toolkit</a>. Contact UW Facilities <a href="#">Customer Care Team</a> if exterior signage is required on the Seattle campus or contact respective facilities group at your location.</p>
VENTILATION	
<input type="checkbox"/>	<p>Walk through the building to ensure there is air movement in mechanically ventilated spaces and verify there are no other indoor air quality issues (e.g., mildew, mold, foul or unusual odors).</p> <p>Contact UW Facilities if you have questions about (or are having issues with) the HVAC system in your building. Refer to the <a href="#">Ventilation FAQs</a> for a list of common questions and answers about University facilities HVAC systems.</p>