



Maintenance **Tasks and Planning** for Health and Safety

A Guide for Facilities Managers
and Building Supervisors





Having a plan in place to **combat Risks and Emergencies** is crucial to keeping staff and guests safe and protected.

Safety Standards

In the event of a contagious illness outbreak, global pandemic or new regulations involving health and safety guidelines, all facilities managers must follow specific protocols to keep their buildings and all personnel safe and as risk-free as possible. Developing and documenting a plan ahead of time is crucial. Communicating and enacting that plan is easiest with digital tools that allow for on-the-fly updates and storing essential information in a safe and easily accessible space.

Being Prepared is Key to Staying Safe in the Workplace.

At Maintenance Care, we understand the importance of keeping your surroundings safe, healthy, compliant and in good working order. We recommend following the procedures outlined in this guide not only in the event of a health emergency but also on a regular basis so you and your team are prepared for any scenario.





Creating Your Plan

1 Risk Assessment and Planning

- **Regular Inspections:** Conduct thorough inspections of the building and its systems, and identify essential services that will need to continue in the event of a closure (e.g. heat, security).
 - **Risk Assessment:** Assess risks related to structural integrity, electrical systems, HVAC, plumbing and fire safety.
 - **Prioritize Risks:** Classify risks based on severity and likelihood of occurrence to prioritize maintenance efforts. Document all maintenance functions by the length of recovery time (e.g. a day, a week, two weeks, a month).
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2 Preventive Maintenance

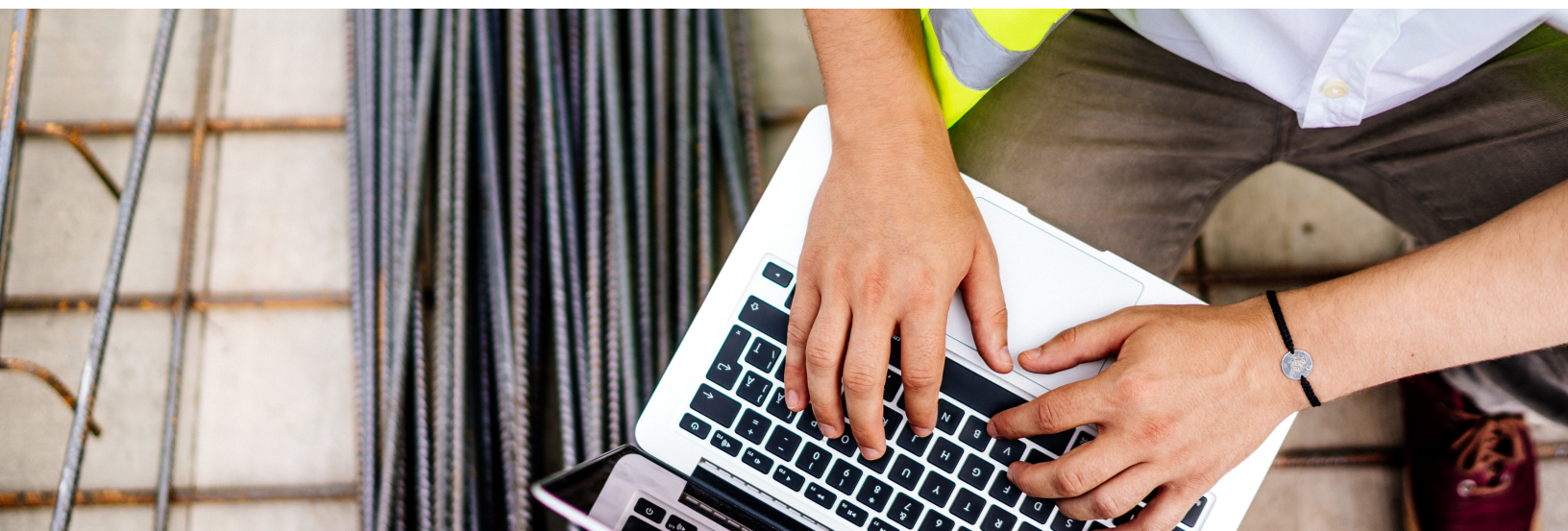
- **Schedule Maintenance:** Develop a preventive maintenance schedule within your CMMS for all critical systems and components. In the event of a shutdown or closure, only essential services should be maintained. Keep crucial equipment in good working order well in advance to keep systems functioning properly.
- **Follow Manufacturer Guidelines:** Adhere to manufacturer recommendations for servicing equipment to maintain warranties and ensure optimal performance. Take advantage of asset tracking in your CMMS to view repair history and estimate the longevity of each component.
- **Document Maintenance:** Keep detailed records of all maintenance activities, including inspections, repairs and replacements, in your CMMS. Prepare written instructions so new or cross-trained employees can complete essential tasks as needed, and use your Document Storage CMMS feature to make these readily available.

3 Emergency Preparedness

- **Emergency Response Plan:** Develop and maintain an emergency response plan that includes procedures for evacuations, fire drills and handling hazardous materials. Provide utility maps, floor plans and system schematics to emergency responders. Have backup power available.
 - **Emergency Contacts:** Maintain updated contact information for emergency services, contractors, managers and key personnel.
 - **Training:** Provide regular training sessions for staff on emergency procedures and equipment operation. Cross-train maintenance staff on additional functions and tasks to cover for others if staffing issues arise.
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4 Building Systems Maintenance

- **Electrical Systems:** Inspect and maintain electrical wiring, circuit breakers and outlets to prevent fire hazards. Document the location of critical systems and means of accessing them (e.g. service panels, keys, passwords).
- **HVAC Systems:** Clean and service HVAC systems regularly to ensure efficient operation and indoor air quality. Consider air scrubbers and purification systems, and document any new purchases within your CMMS to ensure they are in working order.
- **Plumbing:** Check for leaks, maintain drainage systems and inspect water heaters to prevent water damage and mold growth. Prioritize restroom maintenance and cleanliness so staff has access to hand washing.



5 **Safety and Security**

- **Fire Safety:** Inspect fire alarms, extinguishers and sprinkler systems according to regulations. Conduct fire drills periodically.
 - **Security Systems:** Test and maintain security cameras, access control systems and alarms to enhance building security. Consider integrating your CMMS with a visitor entry system like OneAccess for touchless entry, contact tracing, alerts and more for heightened security.
 - **Accessibility:** Ensure compliance with accessibility standards for people with disabilities, including ramps, elevators and restroom facilities. Additionally, keep web communication access available within and outside your facility so your team is always within reach when needed.
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6 **Environmental Health**

- **Indoor Air Quality:** Monitor and improve indoor air quality through proper ventilation, air filtration and control of pollutants. Seal off or eliminate unused areas and ensure these spaces have remotely controlled air handling.
- **Sensors:** Utilize Maintenance Care's wireless sensors for readings for any area of your facility to maintain temperature control, safety and comfortability. All readings from wireless sensors across your facility are logged and saved into your CMMS for easy access.

Regular assessments, preventive maintenance, emergency preparedness and compliance with regulations are essential elements of effective facility management.

7 Budgeting and Resource Management

- Budget Planning: Allocate funds for maintenance activities based on priority and projected costs. Consider which maintenance tasks you can cut in the event of a shutdown to save costs (e.g. snow removal, painting).
 - Vendor Management: Establish relationships with reliable contractors and suppliers for specialized maintenance tasks and emergency parts or tools.
 - Resource Optimization: Optimize the use of resources such as energy, water and materials through efficient management practices. Ensure an adequate stockpile of sanitizing products in a secure location.
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8 Compliance and Regulations

- Regulatory Compliance: Stay informed and up-to-date with building codes, health and safety regulations and environmental standards relevant to your facility. Keep clear lines of communication with public health officials for additional or changing procedures.
 - Documentation: Maintain records to demonstrate compliance with regulations and inspections. Prepare for audits and inspections by properly scheduling and tracking all maintenance activities within your CMMS.
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9 Communication and Coordination

- Team Collaboration: Foster effective communication and collaboration among maintenance staff, building occupants and management through your computerized maintenance management system.
- Communication: Establish channels for feedback and reporting of maintenance issues from building users (e.g. digital work order request forms). Any outside services should plan for alternative relocation as needed.

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Cleaning Management

- Collaboration with Housekeeping: Building supervisors, maintenance departments and housekeeping staff must work together to keep spaces clean safe and running properly. Use digital tools to open lines of communication.
- Adopt CareClean in Your Tech Stack: Maintenance Care's sister software, CareClean, allows you to create and deploy cleaning schedules, inspect and audit cleaned spaces, notify guests when areas are safe to occupy and more.

Book a CareClean demo to learn how to streamline your cleaning and sanitation procedures.

Wrap Up

By following this guide, facilities managers can proactively manage maintenance tasks and planning to ensure the health, safety and efficiency of their buildings in the event of an illness outbreak or emergency.

Regular assessments, preventive maintenance, emergency preparedness and compliance with regulations are essential elements of effective facility management. Continuous improvement and stakeholder engagement further enhance the overall management of building facilities.

Working in tandem with cleaning crews will ensure buildings are well taken care of. Bridging communication gaps using tools like Maintenance Care will provide a continuous avenue for task requests, assignments and completion even during a time of crisis.

See Maintenance Care's CMMS in Action at

www.MaintenanceCare.com