



# Office Readiness Checklist

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As you consider safely reopening your office, it may be useful to think of the exercise as a project with discrete planning, “building,” and closeout phases. Within this project, you’ll need to address both the human Workforce and physical Workplace. While it may seem overwhelming at first, utilizing the expertise of a Project Manager (PM) to coordinate each step will ensure that all details are considered as your organization plans for the safe return of employees.

Important elements to evaluate include, but are not limited to: budget, timeline, feasibility, security, and above all else, maintaining an attractive workplace that employees want to engage with. As a single point of contact, a qualified PM will ensure successful reopening by managing all communication, helping to select industry experts, recommending tools to monitor feedback, and planning for ongoing improvements to address changing conditions.

## Workforce

*Plan to safely bring employees back to work.*

- ☐ Monitor Federal, State, and Local public health mandates to determine when is the right time to reopen.
- ☐ Determine which employees should or need to return to the office and how to bring employees back to work.
- ☐ Develop internal protocols that may include identification of an on-site health and safety coordinator, daily health screenings, social distancing measures, occupancy/gathering limits, PPE requirements, training, and action plans to address suspected/confirmed cases.
- ☐ Prepare communication to employees.

## Workplace

*Assess, plan, and monitor the workplace.*

### Workplace Assessment

- ☐ Identify Federal, State and Local public health mandates that affect the physical workplace.
- ☐ Conduct a workplace hazard assessment with industry experts (architects, engineers, HR, etc.) to identify potential hazards and areas of greater risk. Consider elements such as:
  - ☐ Entry and exit points including elevators and stairs
  - ☐ Common use areas: meeting rooms, kitchens, restrooms
  - ☐ Shared equipment: phone booths, copiers, computers, etc.
  - ☐ Workstation proximity
  - ☐ HVAC systems
  - ☐ Water systems
- ☐ Consult with building Landlord and Engineer to determine what, if any, physical modifications are possible within the lease terms.
- ☐ Identify and record any Landlord protocols and action plans already in place that must be followed.

#### Workplace Plan

- ☐ Identify and institute simple, preventative measures to increase workplace safety such as:
  - ☐ Provide hand sanitizer stations
  - ☐ Provide PPE
  - ☐ Utilize directional/information signage
  - ☐ Identify locations to post protocols, notices, mandates
  - ☐ Re-evaluate walking paths to allow for distancing
  - ☐ Replace bulk/self-service items with single-use items in kitchens (utensils, beverages, snacks, etc.)
  - ☐ Establish enhanced janitorial protocols
- ☐ Under the guidance of industry experts, identify feasible solutions and institute a plan for changes to the physical workplace such as:
  - ☐ Reduce or replace high-touch surfaces with electronic/sensor equivalents (door knobs, trash cans, faucets, soap dispensers, towel dispensers, toilet flush mechanisms, etc.)
  - ☐ Create open collaboration areas
  - ☐ Provide dedicated office equipment/supplies
  - ☐ Remove/rearrange furniture
  - ☐ Install partitions/barriers
- ☐ Concurrently, identify approvals needed by either the Local jurisdiction or Landlord for changes to the building. Submit the necessary documents to receive permits and/or approval to carry out the work.
- ☐ With the same industry experts, establish a shutdown procedure for office systems to address future shelter-in-place orders or emergency closures.

#### Workplace Feedback and Monitoring

- ☐ Establish a protocol to monitor employee feedback and observe real-time use of the space.
- ☐ Establish recurring communication with employees to provide updates on the status of the workplace.
- ☐ Identify ongoing opportunities to improve the workplace environment to address employee concerns and needs, or changes to Federal, State, and Local public health mandates.



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Questions or Comments? Reach us at [hello@bradac.co](mailto:hello@bradac.co) or on the web at [www.bradac.co](http://www.bradac.co).

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