



THIS SAMPLE CHECKLIST PROVIDED BY SENTRY®

## Property restart checklist

Before you reopen your facility after a shutdown, follow these guidelines to help return your workforce to a safe environment.

### Plan your strategy

- Evaluate applicable local and state jurisdictions to review any statutory barriers that may prohibit reopening your facility.
- Review your reopening plan with all affected employees to verify their availability to safely return to the workplace.
- Assemble your action plans for staff requirements, timing, schedule of periodic progress checks (on facility, machinery, and staff), and needed resources.
- Closely monitor evolving local and national guidelines for staff health testing and ongoing monitoring, sanitation, disinfecting, and personal protective equipment (PPE) practices. As you develop deliverable practices, alter your facilities and premises as needed to support each of these elements.

### Observations:

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### Perform an initial facility inspection

- Walk the building perimeter to assess it for damage, missing items, or any conditions needing repairs.
- Verify all utilities are operational—electrical, water, gas, telecom, and Wi-Fi.
- If your facility is equipped with a sprinkler and/or fire alarm system, confirm the facility control valves are open and the alarm is operational.
- Inspect the facility's interior, focusing on housekeeping and improper storage of flammables—such as rags, gas, and oil—especially around equipment/machines.
- Inspect all electrical connections, wiring, and service panels before turning on any machines/equipment.
- Ensure all machines/equipment have proper safety controls, guards, interlocks, and other safety features in place before restarting them.

<b>Perform an initial facility inspection (continued)</b>	
<ul style="list-style-type: none"> <li>Verify the completion of alterations to your facility that support staff health testing and ongoing monitoring, sanitation, disinfecting, and PPE practices.</li> </ul>	<input type="checkbox"/>
<b>Observations:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

<b>Restart operations and machinery</b>	
<ul style="list-style-type: none"> <li>Ensure returning employees receive new employee training for the process(es), machinery, and equipment they'll operate.</li> <li>Follow manufacturer operation guidelines before restarting machinery—ensuring system overrides are corrected before startup.</li> <li>Plan operational startup in progressive stages. This will help ensure a manageable startup cycle to verify safe operation with no energy disruption to affected machinery or operations.</li> <li>Authorize personnel involved with startup oversight to halt operations immediately if they identify problems, and to initiate appropriate corrective action.</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>     <input type="checkbox"/>
<b>Observations:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

<b>Perform daily reinspections and make corrections as needed</b>	
<ul style="list-style-type: none"> <li>Complete daily end-of-day inspections throughout the facility with a focus on electrical conditions (service panels, components, and outlets), looking for potentially hazardous conditions that may have developed.</li> <li>Seek feedback from phased-in employees regarding their observations during daily operations—focusing on operational strengths, challenges, concerns, and suggestions.</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>

<b>Perform daily reinspections and make corrections as needed (continued)</b>	
<ul style="list-style-type: none"><li>• Verify facility and premises alterations effectively address staff health testing and ongoing monitoring, sanitation, disinfecting, and PPE practices.</li></ul>	<input type="checkbox"/>
<b>Observations:</b> _____ _____ _____ _____ _____ _____	

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