

RE-ENTRY PROCESSES FOR COMMERCIAL BUILDING TENANTS

Prior to Switchover

1. Connect with your building owner or manager so you are aware of the process and timing.
2. You will need approval from your building owner, landlord or property manager to re-enter your building following re-energization.
3. Determine which essential personnel including IT, office managers and facilities staff may be required once you receive approval from the landlord to re-enter the building.
4. Communicate with your employees to ensure they are informed and aware of any actions they should take.

After Switchover

1. Your building owner or manager will contact you when it is safe to re-enter the building.
2. Advise your staff when it is safe to re-enter the building and when they are expected to return to work.
3. Let employees know that essential personnel including IT, office managers and facilities staff will likely be required once you receive approval to re-enter from your landlord. You should ensure the safety of your infrastructure, networks, computers and appliances, as well as dispose of any perished inventory.
4. Assess the state of all your business operational systems such as your desktop computers, printers and phone systems.
5. Dispose of food in office fridges and freezers.
6. Ensure all elements and small heating appliances are turned off in office spaces and kitchens.
7. If you run a food establishment, dispose of perishable and spoiled food prior to reopening. Alberta Health Services Inspectors will be visiting all food facilities, swimming pools and social care facilities to conduct inspections throughout the coming week.
8. Contact clients and customers to advise them of your operational status.
9. Document any damage.
10. Contact your insurance company about any loss or unexpected costs associated with the outage.