

# Technical Bulletin

## Reduced occupancy planning of buildings and facilities



TECHNICAL  
SERVICES

Bulletin No. 004

March 2020

### Introduction

This guide is to assist the operational teams in the event that buildings are operated at reduced / no occupancy for a short to mid term period of time. Activities should be reviewed to minimise risk and impact to the customers business.

### Background

In the event that organisations adapt the usage of the facilities, buildings or estates, this bulletin can be used as a guide to assist the operational teams in ensuring that the locations remain compliant and functional, with minimal disruption to the services installed within, ensuring that the services can be quickly and effectively returned to full operational capacity.

### Approach

There will be a 4 stage approach to managing a building into low or no occupancy.

- **Step 1 – Backlog Management**

Catch up on PM and Reactive tasks – Use time effectively to catch up on any outstanding tasks, administration, training and review 52 week planners etc

- **Step 2 – Draw forward**

Undertake activities scheduled over the next couple of months that have potential access issues e.g. Emergency light drain down tests, light diffuser cleaning, Fire Damper servicing etc all the activities that are normally challenging owing to access requirements.

- **Step 3 – SFG 30 (Decommissioning and mothballing) – Reduced Occupancy Planning**

Additional tasks required with minimal occupancy e.g. Flushing of little used outlet, enhanced Fire Patrols etc

Each system should be reviewed against the operations and maintenance information to develop a risk based approach to altering the current operational duty where applicable.

Statutory and Mandatory tasks should be completed in line with the PPM frequency.

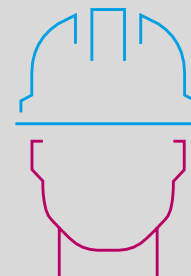
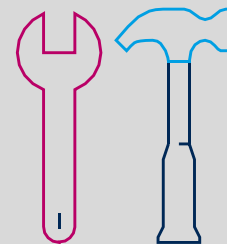
The attached document is to be used to analyse systems and equipment, to formally record actions taken during periods of reduced / no occupancy



Building Services  
Risk Analysis Register

- **Step 4 – SFG 30 Recommissioning/Reinstating Services**

Carrying out any recommissioning activities following Step 3, utilising the completed Building Services Risk Analysis Register, return systems to standard operational duty.



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## Key Considerations

Systems to be considered (*Not an exhaustive list*)

- Life Safety Systems
  - Fire Alarms / Gas Suppression /
  - Emergency Lighting
  - Sprinkler systems
- Water Services
  - Domestic Cold Water Services
  - Domestic Hot Water
  - Cooling Towers, inc open & closed systems
- Building Management Systems
- HVAC
  - Ventilation
  - Heating
  - Cooling - Comfort
  - Cooling - Critical cooling
- Plumbing / Public Health
- Electrical Services
- Bulk Fuel Systems
- Compressed Air Systems

## Further guidance

- Building Engineering Services Association - SFG 20/30 Guide
- Technical Support Team, Technical Services

