

# TECHNICAL BULLETIN



mitie

TECHNICAL  
SERVICES

MITIE GUIDELINES FOR CONTRACTS AND THE  
CLOSURE OF BUILDINGS DURING COVID 19



Corona-Virus

Bulletin 008

1<sup>st</sup> April 2020

## COVID-19 TEMPORARY BUILDING CLOSURE - INTRODUCTION

At the present time, due to COVID-19, a client might want to temporarily close a building. However, the maintenance Mitie can undertake during a temporarily closed building is ultimately defined by the client and the level of access Mitie has to the building; Mitie can only advise their clients what actions should be carried out to maintain a safe and secure building during the COVID-19 crisis.

**If a client decides to suspend all Planned Maintenance in a building during the COVID-19 crisis, then Mitie must advise the client that failure to maintain critical systems, such as: Fire Alarm Sys, CCTV System etc. could affect the safety and security of the building and could have an impact on the buildings insurance cover.** If prolonged building closure happens without proper building closure procedures being imposed, then the closure will have an impact on the equipment, installations and environment within the building.

There is **no** one-size fits all plan for temporarily closing a building, it requires the contract team to address the client needs, whilst always keeping in mind the ultimate plan of reopening the building, with guarantees, in the shortest possible time. **Contract teams should use SFG30 for detailed guidance on the types of building closure and what action is required for the systems present and their client's requirements.** Depending on the duration of the of the COVID-19 crisis, contract teams will need to continually reassess their buildings alongside the time frame of the closure.

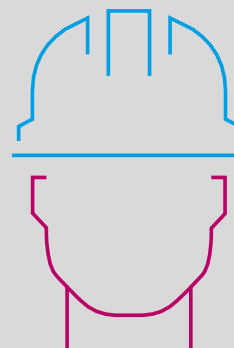
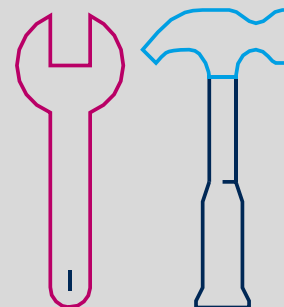
**DURING THE COVID-19 CRISIS THE CONTRACT TEAMS SHOULD AGREE WITH THE CLIENT WHAT PMS ARE REMAINING ACTIVE AND THOSE THAT ARE TO BE SUSPENDED.**

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## SFG30 GUIDANCE

Temporarily closing or mothballing a building is not simply closing services and securing the building. Fire detection, security systems, external lighting, CCTV would need to remain in operation throughout any non-occupancy building closure. Ventilation, heating and water systems need to be considered to prevent a building from having other issues during closure. If such systems are isolated during the COVID-19 outbreak, the length of time involved may not have been known at the outset and appropriate control measures not implemented.

**Where buildings are being mothballed, procedure within SFG30 should be considered, and if required, depending on the system the various supporting teams within Mitie should be contacted for specific advice, as requirements will vary depending on site specific conditions (for example Mitie Water, Mitie Critical Care, Mitie Asset Care Team). Guidance from Mitie Water Procedure for Temporarily taking a building out of use due to COV-19 can be found [here](#).**



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## ACTIONS TO CONSIDER

**If all or part of a building's installation are isolated, information about the state of the building should be accessible and clearly visible at all entry points with basic instructions.** This is required in case security staff or other personal need to access the premises. These instructions should include the status of tap and toilets facilities within the building, and if applicable direction to only use certain toilet and tap facilities which are being maintained during this time. If electrical installations have been isolated, then mention adequate precautions which need to be taken, for example requirement to carry a torch. This list should be based on the corresponding Mothballing/ Temporary Building closure risk assessment.

Every building or facility, and the client requirements during this COVID-19 crisis period is different and communication with the client is important to allow for planning for any shutdown. **As a basic overview from SFG30 – contracts should consider;**

- Are any of the building services are to remain live?
- How can Mitie maintain to Statutory and Mandatory standards during these times? If no maintenance allowed, then how are these systems fully decommissioned (refer to SFG30 for guidance of how systems are fully decommissioned. Full records should be kept by the contract teams during any system/service decommissioning)
- To help identify priority Works during this time please refer to the [Mitie Business Priority Job Plan Summary](#). These have been selected using the work orders within Mitie's Maximo CAFM system for the next four months.
- How long would it take to reinstate fully decommissioned services within the building when the COVID-19 crisis changes? And the requirement of specialist contractors needs to be considered.

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**IT IS UNLIKELY THAT A BUILDING WILL SIMPLY BE ABLE TO RE-OPEN WITH NO ADDITIONAL ACTIONS OR GUIDANCE. MITIE WILL ISSUE A BULLETIN IN DUE COURSE.**

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