We believe engaging your building in the below conversation will result in a cleaner and safer building for your employees to return to.

**ENTRY EXPERIENCE**
Q: How do you plan to minimize touch upon entry?
   A: Propped open doors, antimicrobial stickers on door handles, etc.
Q: Do you plan to automate entrances?
   A: Automate all entrances, activate QR technology, voice activation, etc.
Q: Do you plan to conduct temperature screening of occupants upon entry? If so, what is the procedure?

**RECEPTION & VISITORS**
Q: Do you plan to limit the number of visitors?
Q: Do you plan to have glass partitions between building staff and occupants/visitors?

**TRAFFIC FLOW**
Q: Do you plan to stagger morning start times?
Q: Do you plan to designate doors for entry and exit only?
Q: Do you plan to enforce one direction of travel?

**ELEVATORS**
Q: If not already present, do you plan to upgrade elevator technology/infrastructure to destination dispatch?
Q: Do you plan to retrofit elevator buttons with touchless solutions?
Q: Is voice activation feasible for elevators?
Q: How many people will be permitted per elevator ride and how will this be enforced?

**CLEANING**
Q: How do you plan to enhance building cleaning and disinfecting practices?
   A: Increase frequency and extent, follow CDC guidelines, etc.
Q: What cleaning products have been specified?
   A: Follow EPA guidelines, use microfiber clothes, use HEPA vacuums, etc.
Q: Will hand sanitizer, wipes, masks, and gloves be easily accessible to occupants?
Q: What frequency will cleaning staff be cleaning highly trafficked areas and high touch surfaces?
   A: Hourly
Q: What enhanced cleaning services are available for tenants? Does this come at an additional cost?

**HIGH TOUCH SURFACES**
Q: Are there plans to increase use of antimicrobial materials for high tough surfaces throughout the building?
   A: Examples include Nanoseptic, Sharklet, Copper Tape, etc.

**COMMON SPACES**
Q: How do you plan to operate common spaces throughout the building?
   A: Limit occupancy, enhance cleaning, etc.

**HVAC**
Q: What is the fresh air intake of the building? Can this level be increased?
   A: As close to 100% as possible.
Q: What type of filters are currently employed? Can these filters be upgraded?
   A: MERV 16 is best, anything above MERV 13 is sufficient.
Q: Can your system accommodate HEPA (hospital grade) filtration?
Q: What is the cleaning protocol for the system?
   A: UV lighting if system can accommodate.
Q: How frequently are the filters replaced?
   A: Annually at a minimum, biannually or quarterly is preferable.
Q: Has the building undergone any recent air quality testing? If so, can the results be made available?
Q: Has the building explored obtaining any healthy building certifications such as WELL, RESET or Fitwel?
Q: What humidity level is the system current operating at?
   A: 40-60%

**SIGNAGE**
Q: Where will additional signage be placed and what will it encompass?
   A: Lobby and elevator signage indicating direction of travel and social distancing, personal hygiene reminders, high touch surfaces labeled, etc.

**DELIVERIES**
Q: How do you plan to handle packages and food deliveries?
   A: Designated entrance and elevator for all packages, food deliveries to remain outside or in a designated area in the lobby for occupants to collect.

**STAFF**
Q: What are your sick leave policies for your cleaning staff, building management and other contractors entering the building?