



ATALIAN GLOBAL SERVICES **FACILITIES MANAGEMENT IN** **POST COVID-19 PERIOD**

/ RETURN AFTER PANDEMI

There are some points to take into consideration in terms of health of residents and sustainability of the facility before starting to work on re-opening of workspaces.

- Personal Hygiene
- Proper use of Masks
- Health and Safety
- Social Disntancing
- HVAC Systems
- Revolving door use
- Review of system scenarios



HAND WASHING TECHNIQUE

1

Wet your hands
before applying
soap.



2

Bring your palms
together and rub
soap all over the
palms and backs
of your hands,
including between
the fingers.



3

Wash your hands
for at least 20
seconds.



4

Wipe your hands
with a clean towel
or paper towel and
avoid rubbing too
vigourously.



PROPER USE of MASKS

In the early days of pandemic, it is recommended that only patients should wear masks. After the discovery of non-symptomatic patients the necessity for everyone to wear mask is occurred. Wearing masks is a strong prevention method for respiratory infections. There are some important points to watch out while wearing a mask. Improper use of masks may cause more harm than good. Most important part is using our masks only.



1

Wash your hands with water and normal soap for at least 20 seconds before wearing your mask or rub them for 20-30 seconds with an alcohol-containing hand antiseptic.



5

When wearing the mask, do not touch the inside of the mask. Wear the mask by holding the rubber on the ear or by the threads tied behind the head.



9

While removing the mask, remove the nose, mouth and chin without touching the front part of the intense contamination, by holding the rubber attached to the ear or by the threads attached to the back of the head.



2

Use a mask made of cotton fabric that allows you to breathe comfortably and comfortably to your face.



6

Never use the mask under your chin or over your head.



3

Use a mask that will fit their faces for your kids.



7

Replace your mask that becomes damp or dirty. To do this, carry more than one mask in your bag or with you.



4

Make sure that the mask completely covers your mouth and nose. The mask should fit perfectly in these areas and there should be no gap between your face and the mask.



8

Carry clean and dirty masks in separate nylon bags.



10

After removing the mask, wash your hands with water and normal soap for at least 20 seconds, or rub them with alcohol-containing antiseptic for 20-30 seconds.



SAFETY FIRST

- Planning of Covid-19 trainings.
- Revising “Risk Analysis Reports” due to Covid-19.
- Revising “Emergency Action Plan” due to Covid-19
- Checking all safety measures before re-opening, applications need to be started after completing every item.
- Since personnel is away from work for a while, “Toolbox Reminder Trainings” need to be planned.
- Warning signs present in the facility need to be checked. Improper or missing ones needs to be completed.
- PPE which personnel will use need to be checked. Improper or missing ones needs to be completed.
- Lock cards need to be prepared in order to placed on elenctrical panels and valves considering distractions.



/ ELEVATORS

- Hand disinfectant dispensers need to be placed suitable areas near each elevator doors.
- Inside of elevators need to be mark due to social distancing.
- Waste bins specific to mask, gloves and other hygiene products need to be placed in facility and these wastes need to be throwed in these specific bins.



HAND DISINFECTION AND NOTIFICATIONS

- Notifications need to be hanged to suitable areas near entrances about disinfection and PPE use.
- Hand disinfectants need to be placed to entrance of offices.
- Using masks must be a must for personnel.



/ HYGIENE PRODUCT WASTE

- Contact to escalator handrails needs to be avoided, hand disinfectant need to be placed nearby due to possible contact.
- Escalators and handrails need to be disinfected by cleaning personnel every two hours.



USE of X RAYS

- X-Ray machines placed facility entrances should not be used due to COVID-19 pandemic. Hand detectors needs to be used in facility entrances. If X-ray machines are a must, they need to be disinfected after every use.



SOCIAL DISTANCING AND TRANSPARENT SEPERATOR USE

- Building entrances should be organised according to social distancing (1,5 m) and transparent seperator should be used at information desks.



REVOLVING DOORS

- Revolving doors at entrances shouldn't be used. Emergency exit door nearby revolving doors must be opened for use.
- Air curtains at entrances should be turned off during pandemic.



/ HVAC SYSTEMS



- Liquid to air heat pumps should be operated at min 60°C before re-opening.



- All split air conditioners, Vrv/Vrf Systems, 2 piped only cooling systems use aren't recommended. If use of these machines is a must, filters need to be changed and should be washed by special disinfection chemicals. Monthly maintenance should be undertaken.

/ HVAC SYSTEMS

- Blow and suction vents should be disinfected by special chemical before use. Monthly general cleaning of vents are recommended.



DISTANCE BETWEEN SUCTION AND OUTLET VENT-HOLE

- Distance of 6m between suction and outlet vent-hole need to be checked. Location or direction changes should be done for improper vent-holes..



/ AIR HANDLING UNIT

■ Air handling units should be operated with 100% fresh air. Eventhough units are operated with 100% fresh air, by-pass-recirculation channels shouldn't closed jsut with tippers, full impermeability needst to be provided. Unit should be started 2 hours before opening or need to be operated till unit circulates all facility air volume two times. Also system should operate 24 hours with fresh air, slow flow and speed.



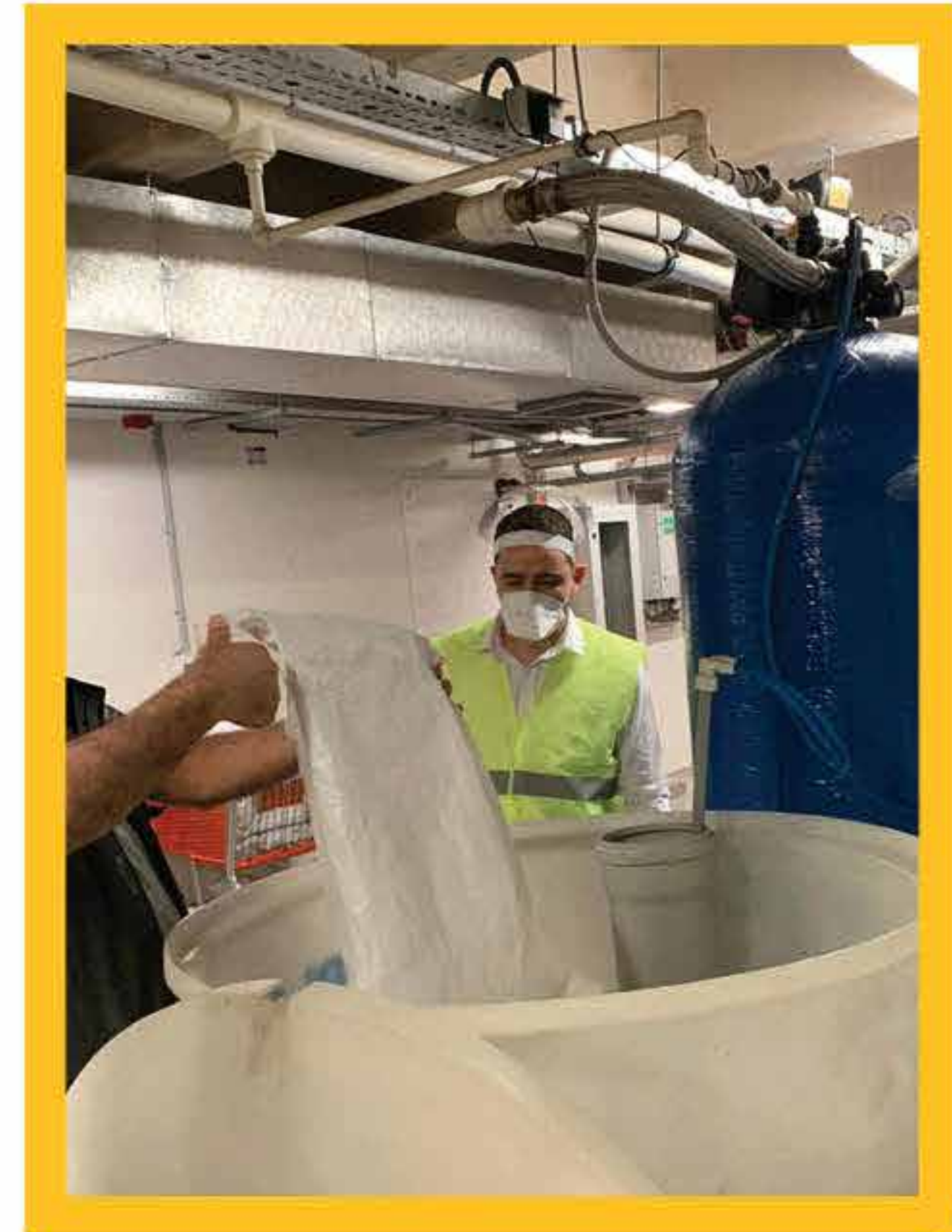
/ AIR LEAKAGE CHECKS

- Leakage check should be undertaken for all air-conditioning systems. If leakage is suspected, system pressure need to be checked or by-pass is an option for avoiding a situation which air leakage from supply caused by high pressure at exhaust side.
- Viruses can re-enter the building by air supply in certain circumstances. Heat recovery systems can carry viruses bonded with particules to air suction vent from outlet. Rotary heat exchanger (enthalpy wheels included) particules are accumulated at heat exchanger surface return flow than may mixed when heat exchanger turned to supply air. Because of that situation rotary heat exchangers are recommended to turn off temporary during pandemic period.



WATER CONDITIONUNG / SOFTENING UNIT CHECKS

■ Conditioning unit controls should be undertaken and lackings need to be completed. Water treatment systems should be used continuously. If water treatment systems that turned off for a long time, water inside the system should discharged before reuse. Consumption of water waited for a long time in treatment tanks is not recommended.



/ DRAINAGE USE

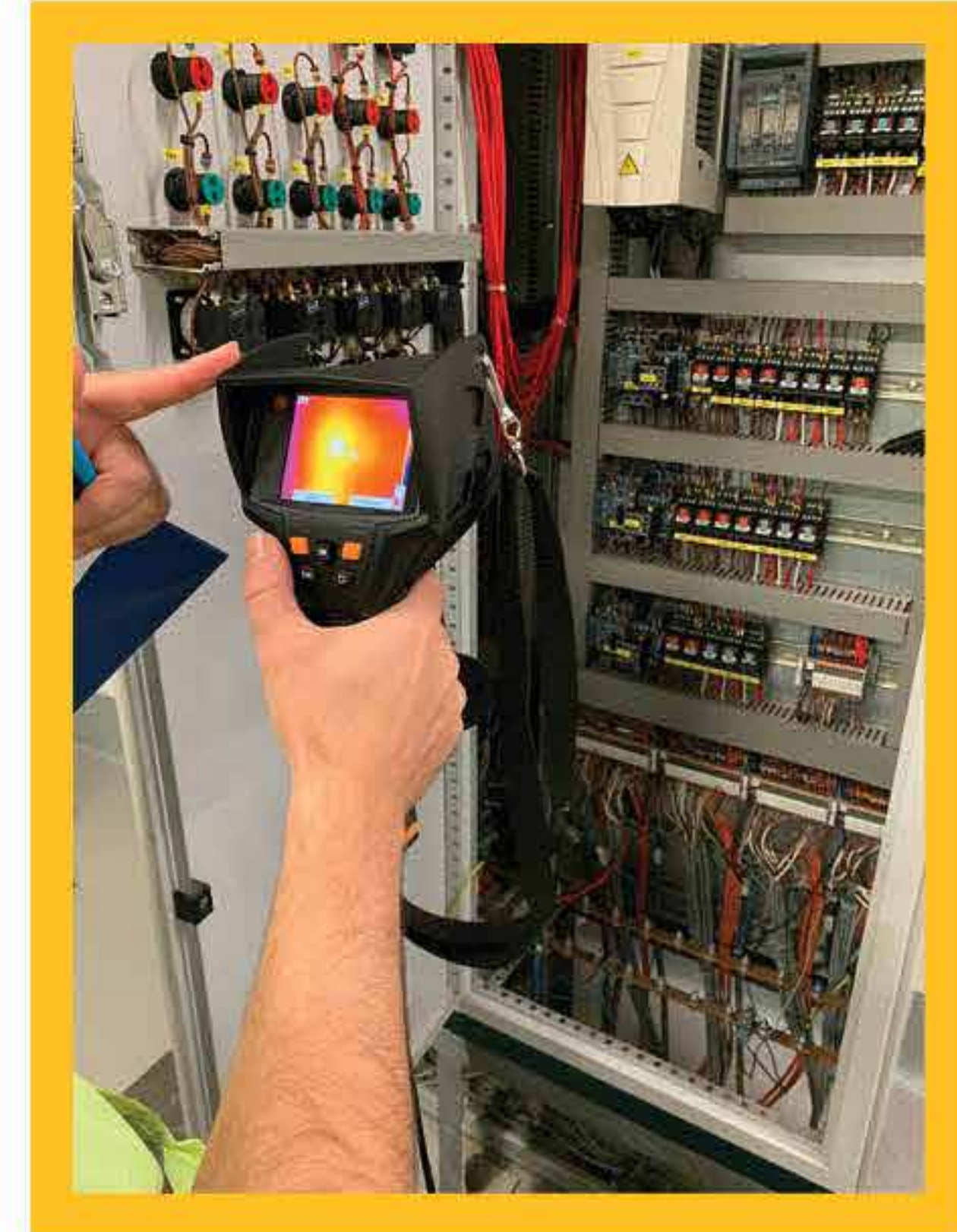
- Drainages should kept dry and drainages at shallow areas should cleaned with certain periods.





ELECTRICAL INSTALLATIONS CHECKS

- All electrical installations should be checked before re-opening.
- Activity of safety fuses must be checked by undertaking residual current tests.
- Terminal slackings need to be checked by checking panels by thermal camera.




POWER SYSTEMS CHECKS

- Generator test should be undertaken with load and without load.
 - Remote Access checks to be undertaken if there is.
 - UPS battery measurements should be undertaken.
- Transfer board checks should be undertake.
- UPS/ Generator checks should be done by undertaking controlled power failures.



- You may check your facility to be ready to re-opening by the checklist prepared by Atalian Global Services Technical Operations.





ATALIAN

GLOBAL SERVICES

PROJE ADI : _____

KONTROL TARİHİ : _____

TESİS AÇILIŞ KONTROL FORMU

Yapıldı

Yapılmadı

N/A

		Yapıldı	Yapılmadı	N/A
KAZAN VE BRÜLÖR	Kontrol paneli çalışırılığı kontrol edilmelidir.			
	Sistem su basınçları ve kaçaklar kontrol edilmelidir.			
	Tesisat vana konumları kontrol edilememelidir.			
	Doğalgaz bağlantıları kontrol edilmelidir.			
	Brülör ateşlemesi test edilmelidir.			
	Baca temizliği kontrol edilmelidir.			
	Baca gazı analizi yapılmalı ve gerekiyorsa brülör ayarı yapılmamalıdır.			
Notlar:				
BOYLER	Boiler çalıştığı kontrol edilir.			
	Giriş/ dönüş sıcaklıkları kontrol edilmelidir. (boiler sıcaklığı 45°C altına düşürülmemli ve haftalık olarak sistem 60°C ye çıkartılmalıdır.)			
	Su seviyesi kontrol edilmelidir.			
Notlar:				
CHİLLER	Evaporatör giriş/ çıkış suyu sıcaklıklarının kontrol edilmelidir.			
	Kondanser giriş/çıkış sıcaklıkları kontrol edilmelidir.			
	Yağ seviyesi kontrol edilmelidir.			
	Soğutucu gaz kontrolleri yapılmalıdır.			
	Kondanser ve evaporatör basınç kontrolleri yapılmalıdır.			
	Vibrasyon Kauçuklarının kontrollerinin yapılmalıdır.			
	Soğutma tesisatının sızdırmazlığı kontrol edilmelidir.			
Vana konumları kontrol edilmelidir.				
Notlar:				
SOĞUTMA KULELERİ	Soğutma Kulesi fanları kontrol edilmelidir.			
	Düşük seviye sensörleri kontrol edilmelidir.			
	Otomatik dolun sistemi kontrol edilmelidir.			
	Yumusatma sistemi su analizi yapılmalıdır.			
	Kimyasal dozlamaları yapılmalıdır.			
	Legionella testi yapılmalıdır.			
	Sıcaklık ve nem kontrolleri yapılmalıdır.			
	Fan, motor, kayış, kaynak kontrolleri yapılmalıdır.			
	Elektrik bağlantıları kontrol edilmelidir.			
Kule içerisi Lamella levhaları temizlenmelidir.				
Notlar:				
FCU CİHAZLARI	Termostat kontrolü yapılmalıdır.			
	Sıcaklık, fan hızı kontrol edilmelidir.			
	Elektrik bağlantıları kontrol edilmelidir.			
	Filtreler temizlenmeli ve gerekiyorsa değiştirilmelidir.			
	Motorlu vana ve fan kontrolü çalıştırma testi yapılmalıdır.			
	Drrenaj tavası ve drenaj hattı kontrolü yapılmalıdır.			
	Kondens tankı temizlenmelidir.			
Pislik tutucular temizlenmelidir.				
Serpantin yıkanmalıdır.				

ATALIAN GLOBAL SERVICES INTEGRATED FACILITIES MANAGEMENT

- As Atalian Global Services Facilities Management, our field competent engineers and personnel are undertaking detailed re-opening checks in all facilities in our responsibility.



/ ATALIAN. For a better performance.