



SPACE PREPARATION

- Have you installed signage to remind employees about Masking, Hand Washing, and Social Distancing?**

A signage toolkit is available at [JBGSMITH Connect](#). The signage toolkit is an excellent resource for common area signage.

- Are you considering additional disinfection of your suite?**

A list of recommended vendors is available at [JBGSMITH Connect](#).

- Do you have designated sanitizing stations for your office common area spaces?**

- If you are considering a rotating or hybrid working environment, have you made technology upgrades to your conference rooms to enhance virtual team members' participation in meetings?**

- Is the furniture in your common areas spaced out to encourage social distancing?**

POLICIES

- Have you established your company's visitor and guest protocol?**

If you allow guests, a new visitor management system may be available at your building. Reach out to your property team for more information.

- Will you have flexible and alternative working schedules for your employees?**

- Are you keeping your kitchens and pantries open?**

If so, consider stocking your kitchen with only disposable dishes and glasses and limiting your snack and beverage offerings.





TRANSPORTATION

- How will you encourage your employees to get to the office?
- Will you allow public transit?
- Will more of your employees need parking permits in the future?

 If you need additional parking, please feel free to contact our Parking Service Center at 703-769-2971 or parking@jbgsmith.com

RECOMMENDED MAINTENANCE

- Have you flushed out your sinks and other potable water systems?**
Flushing systems will remove stagnated water from the lines. Run your faucets on both hot and cold water for a brief period (30-60 seconds).
- Have you replaced your inline water filters or cleaning water strainers installed on equipment such as coffee machines and instant hot water heaters?**
- Have you cleaned and serviced your ice machines?**
- Have you added water to all open site drain traps on HVAC and plumbing systems that may have dried out due to lack of use?**
- Have you checked air filters on supplemental HVAC systems and replace them as needed?**



If you need help with coordinating in-suite services JBG's Property Services is available to help. They can be contacted at 703-769-1211.

