Back-to-School
Operations Checklist

This school year is unlike any other, which is why we've created this operational checklist to help inspire you with ways to prioritize safety and efficiency throughout the year. Whether your institution is fully back on campus, fully online, or a hybrid, take a look at our operations checklist below.

Maintenance and Cleaning

With new cleaning and maintenance regimes, you need a way to track related work and prioritize daily tasks

- [ ] Prioritize HVAC PMs with greater emphasis on circulation and ventilation

- [ ] Schdule PM cleaning tasks by the hour to enhance your staff's day-to-day
  Extra credit: Learn more in this video

- [ ] Add details for each janitorial job into your CMMS

- [ ] Use and get adoption on mobile capabilities to increase efficiency to promote social distancing
  Extra credit: Learn more in this video

- [ ] Set up a plan for water management to prevent stagnant water in pipes contributing to Legionella bacteria
  Extra credit: Contact us to learn more about best practices with water management and how we can help

- [ ] Perform a hygiene audit to ensure your facilities are as germ resistant as possible
  Extra credit: Contact us to learn what a hygiene audit might look like

IT / Technology

Online learning brings new challenges for your IT team, and using software can really help organize your technology assets

- [ ] Automate the IT asset discovery process to keep track of all your spread-out devices

- [ ] Centralize one spot where staff can go to make IT work requests
  Extra credit: Learn more about Help Desk™
  Extra credit: 5 Steps to a Successful Technology Audit

Campus Events

As events are being cancelled or moving to virtual, there are ways you can use your event management platform to help organize it all.

- [ ] Utilize tasks in your event system to track when cleaning is needed after classes

- [ ] Schdule and promote virtual events using your system
  Extra credit: Learn more about all the features of Event Manager™

- [ ] Use the event registration feature to track campus visitors and for contact tracing purposes
  Extra credit: See how a few of our clients are using Event Manager during COVID-19

- [ ] Use your system to reserve public spaces and other meeting areas to prevent double-booking and practice social distancing

Energy

With 30% of energy use in commercial buildings being wated (according to ENERGY STAR®) there is a great opportunity to cut utility costs

- [ ] Adjust building set points and equipment schedules in areas of low use

- [ ] Report on your utility data before and during the pandemic

If some of your buildings are shut down or not running on normal hours:

- [ ] Use building shutdown checklists in an energy management system

- [ ] Use interval data recording to ensure buildings are properly shut down and to capture savings
  Extra credit: Learn more about all the features of Energy Manager™

Let us help you find efficiencies in this new school year. Reach out to your Brightly sales representative, Client Success Manager or contact us online to see how we can help.