Property Upgrade Checklist

Commercial Properties:

Spacial Checklist

- ☐ Create more open space: remove crowded cubicle areas and instead opt for open work environments with spaced out seating
- ☐ Replace upholstery with hygienic materials
- ☐ Doorless maze-style entries to restrooms
- ☐ Improve air filtration with HVAC upgrades
- ☐ UV disinfectant lighting
- ☐ Upgrade to modular furniture for easier space updates and configuration and occupancy limits and social distancing standards change

Proptech Checklist

- ☐ Integrated Cloud-based access control for:
  - ○ Remote management
  - ○ Thermostat controls
  - ○ Energy use monitors
  - ○ Water use monitors
  - ○ Water leakage monitors
  - ○ Humidity controls
  - ○ Elevator control
  - ○ Parking access and management

- ☐ Contactless visitor management for:
  - ○ Safer and healthier visitor experience
  - ○ Room reservations

- ☐ App-enabled vending machines
- ☐ Retractable doors (optional) - if fully touchless access is identified as a necessity