

# RECOVERY READINESS

## PREPARING YOUR WORKPLACE FOR REOPENING

*Over the next several weeks and months, as the world adjusts to the social consequences of the COVID-19 pandemic, and government agencies loosen current working restrictions, the workplace will need to be prepared and modified in countless ways to assure safe, healthy and rational back to work solutions are implemented.*

*HB Cornerstone has the tools, skills and resources to help you assess your workplace and make needed modifications so you are prepared for the "Reopening of the Workplace".*

### **Key facilities and operations areas that will be critical to a safe return to work:**

#### **Prepare the building**

- Cleaning, disinfecting and sanitization strategy
- Effective signage and communications / Personal hygiene reminder
- Touchless plumbing and HVAC systems modifications, automation and filtration
- Security protocols / Head counts / Temperature screening and health checks
- Thoughtful redesign / modification of receptions / building entrance process
- Personal Protection Equipment / Masks / Gloves / Dispensing / Disposal

#### **Preparing the Workspace**

- Effective strategy for reducing touchpoints
- Placement / installation of sanitization provisions
- Emerging "COVID" personal tools
- Door modifications / Automatic doors / Antimicrobial films
- Bottle fillers / Touchless plumbing / Touchless coffee / Touchless food service
- Workstation modifications / Office friendly barriers / Fast and economical
- Design modifications for conference room use / Cafeteria use / Common areas
- Options for barriers and separations / Flexible - cost effective - removable
  - Six foot separation implementations / Decrease density / Modify traffic patterns
  - Setting 36 sqft / Person occupancy density / Checkerboard seating
  - Layout 6' references at queues / One way traffic planning / Signage

#### **Preparing for the Future**

- Maintaining flexibility as the emerging "workplace rules" change
- Future planning standards in the "Post COVID" world

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*HB Cornerstone LLC is a subsidiary of Harris Beach PLLC*

## ABOUT US

HB Cornerstone LLC is a full-service owner representation consulting firm. Founded in 2000 as a subsidiary of the law firm Harris Beach PLLC, HB Cornerstone takes full responsibility for all project communications, coordination, scheduling, budgets and overall management. By exclusively representing the owner, we are not restricted or conflicted by other construction roles, tasks and responsibilities. This ensures that your best interests and the best interests of your project are met.

### OWNER REPRESENTATION

When you hire HB Cornerstone, you have a single / informed / empowered / involved owner representative supervising all aspects of your initiative. Our services provide a filter for everyday details, allowing you to focus on the day-to-day activities of running your business rather than the business of building or moving.

HB Cornerstone owner representatives provide:

- A single point of contact for all project matters
- A single consistent source for all project communications
- A project advocate dedicated to completing your project on schedule and on budget

HB Cornerstone owner representation services include:

#### Pre-Construction

- Project feasibility and programming
- Master budget and schedule development
- Project scope development
- Project team selection and coordination
- Funding support
- Site programming, analysis and selection
- Municipal 'right to build' approvals
- Design and CD development

#### Post-Construction

- Diligent project close-out
- Punch-list development and execution
- As-built documentation delivery
- Final reconciliation of master budget
- Warranty repairs /10th month review
- Move management services

#### Construction

- Builder qualification, selection and bidding
- Diligent value engineering
- Contract scope qualification
- Development and coordination of owner's 'other contract' work
- Construction oversight
- Pay application and change order review
- Interim and final lien release control
- Vendor insurance certificate control

*At HB Cornerstone, our sole objective is to provide you with exceptional owner representation, planning and design, facilities consulting and move management services.*



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## PLANNING & DESIGN

As design professionals, we are passionate about delivering the best possible balance of design, cost and functionality. We provide planning and design services to support all phases of your construction project.

### Design & Development

- Feasibility studies
- Program generation
- Design development
- Construction document production
- Construction administration

### Interior Design Services

- Space planning
- Finish selection
- Furniture design
- Design and presentation development
- Specification and construction document development

## FACILITIES CONSULTING & MOVE MANAGEMENT

As Facilities Managers, we bring real life 'know how' and 'life cycle' considerations to design and scope decisions. We can also work with your organization to guide the process, or take the management lead to organize your relocation. We have a wide range of move management experience including business staff and materials moves, technology relocation, library relocations, furniture redeployment and records relocations.

### Facilities Consulting Services

- Maintenance and operations program scope development
- Vendor services scope development
- Bidding
- Contracting
- Planning
- Budget review
- Identifying opportunities for cost savings and quality improvements

### Move Management Services

- Competitive bid oversight for move labor
- Contract scope development
- Schedule planning
- Critical task assignment
- Critical path planning
- Resource management
- Insurance planning

## WHY HIRE HB CORNERSTONE?

HB Cornerstone offers value-added services and resources in areas outside your primary expertise. We also provide problem-solving and avoidance, expectation and risk management, and overall project coordination and integration. For more information on how HB Cornerstone can help your organization, please contact us.



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