**Let NHSPS know if you plan to reoccupy space**

Dear customer,

Following the government’s recent announcement on the easing of lockdown restrictions, a [series of guidelines](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fnews%2Fnew-guidance-launched-to-help-get-brits-safely-back-to-work&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C1%7C637263352860708234&sdata=iF3yTkNvI6fFcNGgK5S2T50CuZHaSQnS4Y1lnrIr1nM%3D&reserved=0) have been issued to ensure that where organisations are returning they do so in a safe and consistent manner. I am writing to update you on how we plan to support existing customers who wish to reoccupy NHS Property Services’ buildings.  
  
**Planning to return to an NHSPS building**

NHS Property Services is an important partner in how you approach reopening your building and ensuring this is done safely. We want to support our customers as best we can over the coming months and so have produced guidance which is now available to download:

* Guidance document for customers planning to return to an NHSPS building – [download a copy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.property.nhs.uk%2Fmedia%2F2506%2Fsafely-reoccupying-buildings-guide-to-reoccpying-nhsps-buildings.pdf&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C1%7C637263352860708234&sdata=4Ws%2BkAIomp0qNDltLhLaJh%2BDXTbDzSc7xMJgZcr6KoM%3D&reserved=0)
* Risk assessment checklist – [download a copy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.property.nhs.uk%2Fmedia%2F2502%2Freoccupying-buildings-risk-assessment-checklist.docx&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C1%7C637263352860718221&sdata=l9ymkad7mptgyaY4rdz1fFYdGHeyKVy%2FaMI%2FKEDyUbQ%3D&reserved=0)

**Do you plan to reoccupy an empty building?**

Please advise us if you are intending to reoccupy a currently vacated building - either in part of in full - as soon as possible. Please log your request with our Customer Support Centre on 0800 085 3015 or [customer.service@property.nhs.uk](mailto: customer.service@property.nhs.uk).

It is essential we have time to ensure the building is safe, fully prepared for your reoccupation and that we are able to complete all the checks required to provide a smooth return for your people. If you have specific requirements, such as reopening only part of a building, we can help advise on the best way to do this.  
  
**Find out more**

You can find more information at our website [www.property.nhs.uk/covid19](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.property.nhs.uk%2Fnews-insight%2Fupdates-on-coronavirus-covid-19-for-our-customers%2F%3Futm_source%3Ddynamics365%26utm_medium%3Demail%26utm_campaign%3D200527_covid_customerupdate&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C0%7C637263352860718221&sdata=CtOwWTELWotyXSxCcd9kovKmrog5rU697qdhkzqyXgU%3D&reserved=0) or speak to our Customer Support Centre 0800 085 3015 or [customer.service@property.nhs.uk](mailto: customer.service@property.nhs.uk) who will be happy to discuss our services further.

Find out how we’ve helped customers over the past few months to [repurpose space](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.property.nhs.uk%2Fmedia%2F2497%2Fnhsps-covid19-recommissioning-space-infographic.pdf%3Futm_source%3Ddynamics365%26utm_medium%3Demail%26utm_campaign%3D200527_covid_customerupdate&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C1%7C637263352860728218&sdata=5VZhkji64nvzYiovDdq6A7bA55NwP47LjeoonESfZBk%3D&reserved=0) and [keep the estate safe](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.property.nhs.uk%2Fmedia%2F2492%2Fnhsps-covid-19-hidden-heroes-infographic.pdf%3Futm_source%3Ddynamics365%26utm_medium%3Demail%26utm_campaign%3D200527_covid_customerupdate&data=02%7C01%7CEllie.McFatridge%40property.nhs.uk%7C4a84d191890340100b6e08d803a49e7c%7C7d6671995c284a8cade8bafde7c94c87%7C0%7C1%7C637263352860728218&sdata=5oxuhiZNKV6iEo2iv1jBHfUz4N7ZxGTWQ7jfRtHdLU8%3D&reserved=0).

**Martin Steele**

**Chief Executive Officer, NHS Property Services**