

Building Shutdown Checklist

GENERAL BEST PRACTICES

- Review this checklist 1 -2 weeks prior to shutdown to ensure all arrangements are made to complete a successful shutdown of each building district wide
- Check that all windows and doors to the outside are closed and locked.
- Cooling Season: lower and close all blinds to prevent solar heat gain.
- Heating Season: open blinds to allow for warming (unless a security issue)*
- Make a quick walkthrough of your building at the end of the last day of school to see how you're doing and identify any potential problems. Listen/feel for any equipment that is running.
- Consolidate building activities during shut down period and instruct occupants on set-back procedures.

**This is at the superintendent's discretion (providing safety allows).*

WATER

- Check all drinking fountains, faucets, showers, and toilets for water leaks.
- Turn off any automatic flushing systems.
- Check water meters to verify there is not use (movement of the meter) due to water leaks.
- Turn off all water heaters that will not be needed.
- If possible, turn off or unplug drinking fountains containing individual refrigeration units

LIGHTING

- Check that time clocks are working and set correctly for exterior lights that will be in operation during the break.
- Turn off all display case lighting.
- Whenever possible, turn off all interior lights except exit/security lighting.
- Where lighting controls exist, adjust scheduling to be in accordance with break scheduling

ELECTRICITY

- Check to make sure that all unnecessary electrical appliances are turned off and unplugged. This includes copiers, computers, printers, television, fax machines, radios, water coolers, sound systems and task lighting.*
- Check that all electrical appliances in the teachers' lounge are turned off and unplugged.
- Unplug vending machines (be sure to inform the vendor).
- Check computer labs. Turn off and unplug computers, monitors, speaker, projectors and printers.
- Turn off intercom and classroom bell systems.

KITCHENS & WORKSHOPS

- Confirm that all kitchen equipment, both gas and electric is turned off.
- Consolidate items from multiple refrigerators into one and clean out/unplug others.*
- Milk coolers not in use should be turned off.*
- Turn of electric water heaters at circuit box.
- Turn off any hot water boosters for kitchen dishwashers.
- Turn off domestic hot water circulating pumps, if feasible.
- Check to see that all compressors used in auto, wood, or other shops are turned off

**Send e-mail to appropriate staff requesting they take these steps prior to break*

HVAC

- Heating Season: Set temperatures to 55-60 degrees in all parts of the building.
- Cooling Season: set temperatures to 80-85 degrees in all parts of the building.
- Ensure that all HVAC equipment is set to "auto" not "on." If individual classrooms have working HVAC controls, check each room.
- Adjust your HVAC time clocks according to required schedules/review building automation system to ensure that schedules are updated for unoccupied period.
- Ensure that nothing is stacked on unit ventilators.
- Turn off all automatic and manual exhaust fans.
- Review the need for building ventilation and shut down all unnecessary ventilation fans.