Thanksgiving Week Shutdown Checklist

Facility Name: _____   Date: _____

Custodian: _____

Check off after complete. Note "NA" in areas that do not apply. Comments can be written under line item (example: "HVAC on due to day care" etc.).

Lighting

☐ Turn off exterior lighting.   Leave on security lighting only. Set up a new schedule on the time clocks for the exterior lighting if appropriate.

☐ Ensure all exterior lighting that is left on is controlled by a photocell or time clock with proper settings.

☐ Use interior lighting only in the areas being occupied. Use day lighting if adequate.

☐ Turn off display lighting.

HVAC

☐ Set HVAC time clocks and/or EMCS for minimum operating time. Operation should match the Spring break occupancy levels.

☐ Set or request HVAC controls are at a minimum temperature of 55 degrees F during times when building is not occupied.

☐ Set or request HVAC controls are set at a minimum of 74 degrees F for cooling during times when occupied. (HVAC building use request).

☐ Set or request the EMCS or other controls (if capable) to provide a night purge of the building. Bringing in outside air from 2 am to 4 am when the outside air coolest.

☐ Request or turn off all automatic and manually operated exhaust fans. Study the need for ventilation fans during the set back period. Turn off those that do not interfere with the HVAC system.

☐ When Thanksgiving week cleaning schedule is complete, request ventilation/cooling only in areas where work will be performed.

Envelope

☐ Close all curtains/blinds in unoccupied areas to help reduce building heat loss.

☐ Consolidate items from multiple refrigerators into one, and turn the others off.

Miscellaneous

☐ Turn off classroom bell systems when feasible.

☐ Check to make sure all unnecessary electric appliances (copiers, printers, TVs, fax, radios water coolers, task lighting, etc.) are turned off.

☐ **Computers**: Turn off **all** computers, monitors, printers, and surge suppressors.

Garbage

☐ Discontinue unneeded garbage services. On call service only.

NOTES

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