



Winter Break Shutdown Checklist

Facility Name: _____

Date: _____

Custodian: _____

Check off after complete.

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 or request HVAC time clocks and/or EMCS for minimum operating time. Operation should match the summer 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/switches to allow in the amount of outside air (OSA) needed for the number of occupants (caution: if solvents or other odor causing agents are used, maintain OSA if necessary for proper indoor air quality (IAQ)).
- Set or request HVAC controls to be a maximum of 60 degrees F during times when occupied by custodial and maintenance staff. Provide spot heaters if additional heat is needed for occupants.
- 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 heating system.
- Whenever possible, use the smallest heating zone possible for the work being conducted during the break.
- When Winter Break cleaning schedule is complete, request ventilation/heating only in areas where work will be performed

Domestic Water and Domestic Hot Water (DHW)

- Turn off electric water heaters at the circuit box (if not needed over the break). Turn off any hot water boosters for kitchen dishwashers.
- Turn off DHW circulation pumps, if feasible. (Caution: make sure freezing will not be a problem.)
- Turn off automatic urinal flushing systems.
- Check actual water meters to verify there is no use due to water leaks.

Envelope

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

Kitchen

- Confirm that all kitchen equipment (gas and electric) is turned off. For equipment that has a pilot light and is not used during the winter break, the gas valves should be closed.

Miscellaneous Equipment

- Turn off compressors used in shops (auto, wood, etc.)
- Check to make sure all unnecessary electric appliances (copiers, printers, TVs, fax, radios, water coolers, task lighting, etc.) are turned off.
- Computers, monitors, and surge suppressors are turned off.
- Make sure break room refrigerators are cleaned out and turned off.
- Unplug vending machines (inform vendors of intentions). Freezing or food spoilage may be a concern.

Garbage

- Discontinue unneeded garbage services. On call service only.

NOTES
