



Fall Start-up Checklist (for Custodians)*

HVAC Systems

- Turn on ventilation system when teachers return.
- Put boilers together and start up to test before school starts. Put in work order if any problems are found.
- If cooling towers are going to be used, check water level and float adjustments before school starts.
- Turn on portable classroom ventilation upon teachers return. If this was shutoff at the breaker time clocks will need to be re-set.
- Turn on exhaust fans and circ. pumps to test before schools starts.

Lighting

- Keep unneeded lights off at all times.
- Do not turn on corridor and display lighting until students return.

Water

- Turn on ventilation system when teachers return.
- Put boilers together and start up to test before school starts. Put in work order if any problems are found.
- If cooling towers are going to be used, check water level and float adjustments before school starts.
- Turn on water heaters, circ pumps, and water boosters on a few days before students return. Verify that they are working properly.

Other

- Turn on ice makers a few days before school starts.
- Turn on kitchen freezers and coolers 3 weeks prior to the first day of school. Submit work orders immediately for any problems.
- Make sure to report any other malfunctions immediately by submitting a work order.

* Thank you to the Kent School District Resource Conservation Program and the Federal Way Resource Conservation Manager for references to compile this list.