



Spring Break Shutdown Checklist (for Custodians)*

HVAC Systems

- Turn off all portable classroom heating and cooling unless necessary to prevent the building from freezing.
- Turn ventilation and exhaust fans off unless they are necessary.
- Minimize boiler use. (If you have control of your boiler.)
- If ventilation is necessary, activate the smallest area needed.

Lighting

- Turn off all exterior lights unless needed for safety issues.
- Turn off interior lights. Only use lighting where you are working. Remember to shut them off when moving to a different area.
- Keep hallway lights off unless you are working in the hallways.
- Turn off all display case lighting.

Water

- Turn off water to toilets and urinals, especially if you suspect leaks.
- Turn off water heaters.
- Turn off all hot water circulation pumps.
- Turn off all hot water boosters.
- Make sure hose bibs are off and not leaking.

Building Envelope

- Close window blinds and close drapes to keep building temperature regulated.
- Tightly close all exterior doors and windows.

Other

- Check to see that Vending Miser (motion sensor above vending machine) light is green.
- Turn off any portable fans and heaters. This includes personal staff fans and heaters.
- Turn off computers and computer monitors that will not be used, especially in computer labs.

Double-Checks

- Once finished check electricity, gas and water meters to make sure there is no usage or minimal usage. Throughout the break pay attention. Turn off lights when they are not needed, listen for fan motors running, etc.

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