



## Summer Shutdown Checklist (for Custodians)\*

### HVAC Systems

- Make sure all heating, cooling, and ventilation systems are off.
- Turn off all portable classroom heating and cooling.
- Turn off all exhaust fans and circulation pumps.
- If ventilation is necessary, activate the smallest area necessary.

### 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 heaters.
- Turn off all hot water circulation pumps.
- Turn off all hot water boosters.
- Turn off water to toilets and urinals.

### Building Envelope

- Turn window blinds so the underside of the blade faces in and close drapes to keep building cool.
- Check weather stripping on exterior doors. Submit work order if repairs are necessary.

### Other

- Empty all refrigerators and freezers and shut off. Remember to keep the doors open.
- Turn off any ice machines.
- Turn off any portable fans and heaters. This includes personal staff fans and heaters.
- Unplug scanners and printers that will not be used.
- 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 summer 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.