



## Winter 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 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 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.

### Building Envelope

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

### Other

- Turn off or unplug vending machines.
- Turn off any portable fans and heaters except for freeze protection. 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 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.