

Building Shutdown Checklist

GENERAL BEST PRACTICES

- Review this checklist one week prior to shutdown to ensure all arrangements are made to complete a successful shutdown of each building.
- Check that all windows and doors to the outside are closed and locked.
- Cooling Season: Lower and close all blinds to prevent solar heat gain.
- Heating Season: Open blinds to allow for warming (unless this creates a security issue).*
- Make a quick walkthrough of your building at the end of the last day of operation to see how you're doing and identify any potential problems. Listen/feel for any equipment that is running.
 - Consolidate building activities during shutdown period and instruct occupants on set-back procedures.

*This is at the building owner's discretion (providing safety allows).

WATER

- Check all drinking fountains, faucets, showers and toilets for water leaks.
 - Turn off any automatic flushing systems.
- Check water meters to verify there is not use (movement of the meter) due to water leaks.
- Turn off all water heaters that will not be needed.
- If possible, turn off or unplug drinking fountains containing individual refrigeration units.

LIGHTING

- Check that timers are working and set correctly for exterior lights that will be in operation during the break.
- Turn off all display-case lighting.
- Wherever possible, turn off all interior lights except exit/security lighting.
- Where lighting controls exist, adjust scheduling to be in accordance with new operation schedules.

HVAC

- Heating Season: Set temperatures to 45-50 degrees in all parts of the building.
- Cooling Season: Set temperatures to 80-85 degrees in all parts of the building or just shut off AC system.
- Ensure that all HVAC equipment is set to "auto," not "on." If individual rooms have working HVAC controls, check each room.
- Adjust your HVAC timers according to required schedules; review building automation system to ensure that schedules are updated for unoccupied period.
- Ensure that nothing is stacked on supplies or returns.
- Turn off all automatic and manual exhaust fans.
- Review the need for building ventilation and shut down all unnecessary ventilation fans.

ELECTRICITY

- Check to make sure that all unnecessary electrical appliances are turned off and unplugged. This includes copiers, computers, printers, televisions, fax machines, radios, water coolers, sound systems and task lighting.*
- For schools, check that all electrical appliances in the teachers' lounge are turned off and unplugged.
- Unplug vending machines (be sure to inform the vendor).
- Check computer rooms. Turn off and unplug computers, monitors, speakers, projectors and printers.
- Turn off intercom and conference room systems.

KITCHENS & WORKSHOPS

Confirm that all kitchen equipment, both gas and electric, is turned off. Consolidate items from multiple refrigerators into one and clean out, open and unplug others.* Milk coolers not in use should be turned off.* Turn off electric water heaters at circuit box. Turn off any hot water boosters for kitchen dishwashers. Turn off domestic hot water circulating pumps, if feasible. Check to see that all compressors used in facilities or other shops are turned off. *Send e-mail to appropriate staff requesting they take these steps prior to leaving.