Conservation Checklist for Extended Breaks

CUSTODIANS/BUILDING OPERATORS

School breaks of three days or more are considered conservation opportunities for district facilities. Empty buildings are costly to operate. Please help to minimize energy use by taking a few moments to properly close down your work space:

Facility-wide HVAC:

- ☐ Set HVAC controls at continuous unoccupied temperatures (holiday schedule).
- ☐ For scheduled school activities and facility use during break, set HVAC controls at standard occupied temperatures ONLY during occupied times and in specified locations.
- ☐ Whenever possible, use the smallest heating zone necessary for maintenance work being conducted during the break.
- ☐ If your building has manual thermostats, check to see they are placed in “Continuous Unoccupied” mode or to OFF position.
- ☐ Turn off unnecessary automatic and manually operated exhaust fans.
- ☐ Schedule hot water circulation pumps off, if your system allows. This reduces the amount of heat lost in the pipes and consequently the amount of energy the water heaters will use to maintain temperature.

Plug Load, Building Envelope, Water, & Lighting

- ☐ Turn off computer monitors, office equipment and personal electronics in your area.
- ☐ Close blinds and curtains throughout the building to reduce heat loss.
- ☐ Check doors and windows to make sure they are closed and locked tight.
- ☐ Check that all water faucets are completely closed. Submit a work order for leaks.
- ☐ If possible, schedule exterior lights to remain off, except if needed for evening community activities.
- ☐ Check to insure all interior lighting, including display case lighting, is OFF before leaving.

Thank you for your conservation efforts!