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Report on Vacation Shut Downs

OSD Maintenance staff consult detailed check lists before vacations to ensure that our schools conserve resources during breaks. By readjusting internal systems staff can keep the schools running safely and efficiently. Here's what our custodians use for their checklist:

HVAC Systems

- ☐ Adjust your time clocks and control systems to run in unoccupied mode. Operation of heating system should match reduced operating hours.
- ☐ Turn the heating systems and fans off in your portables and satellite buildings; verify these settings. (Do not use a temporary override).
- ☐ Verify your unoccupied set points; these should be 55 ° F for heating and 85 ° F for cooling.
- ☐ Turn off automatic and manually operated exhaust fans where possible.

Lighting

- ☐ Turn off as many exterior lights as permitted by management. Modify exterior lighting schedules to accommodate reduced operating schedules.
- ☐ Check to ensure building lighting, including display case lighting is OFF before leaving.

Water

- ☐ Turn off or turn-down electric water heaters if not needed.
- ☐ Turn off any hot water boosters for kitchen dishwashers.
- ☐ Turn off hot water circulation pumps if feasible.

Building Envelope

- ☐ Check doors and windows to make sure they are locked tight.
- ☐ Turn window blinds so that underside of blade faces in. This will help reduce heat loss.

Plug-Loads

- ☐ Turn off all unnecessary electric appliances: computers, printers, radios, water coolers, etc.
- ☐ While preparing to leave the building for the holiday, if you see something left on that should have been turned off, please take a moment to turn it off. This includes items like TVs, VCRs, copy machines, printers, etc.

Garbage

- ☐ Cancel unnecessary garbage and recycling pickups.