

Summer Shutdown Checklist

A list for Summer "Hibernation" of your school

TO DO	BY WHOM	DATE COMPLETED
Building		
-- Ensure that all windows and doors to the outside are closed and locked.	Custodian	
--Report any roof or window leaks discovered during the summer as work orders to Facilities Services	Principal designee	
Water		
-- Check all drinking fountains, faucets, showers and toilets for water leaks.	Custodian	
-- Immediately report any leaks discovered during the summer.	All school staff	
-- Turn off all water heaters that will not be needed. <i>Approved technicians only.</i>	Fac. Services	
Refrigeration		
-- If possible, turn off, or unplug drinking fountains containing individual refrigeration units.	Custodian	
-- Empty, unplug and clean all classroom refrigerators and aquariums prior to teachers leaving for the summer..	School Staff	
-- Coordinate with School Food Services to see if they can empty the reach-ins, coolers and freezers so they can be shut down for the summer.	Cafeteria Mgr.	
-- Milk coolers and ice machines not in use should be turned off.	Cafeteria Mgr.	
Electricity		
-- Ensure that all unnecessary electrical appliances are turned off and unplugged! This includes: Copiers, computers, printers, televisions, Fax machines, radios, water coolers, task lighting, video carts, microwave ovens, and chargers.	Teachers, custodian and ITSA	
-- Unplug vending machines (inform vendor of intentions).	Custodian	
-- Check computer labs. Turn off and unplug computers, monitors and printers.	ITSA	
-- Turn off intercom and classroom bell systems, when feasible.	School Admin.	
Lighting		
-- For exterior lights that will be operated during the summer, check that time clocks are set correctly for summer hours and/or photocells controlling exterior lights work correctly. Contact the Utilities Manager (PX 27124) to schedule the exterior lights to turn on and off.	School Staff	
-- Restrict the use of interior lighting to only those areas of the school being worked in or occupied.	Custodian	
-- Turn off all display case lighting.	Custodian	
-- When possible, turn off all interior lights, except exit and emergency lighting.	Custodian	
HVAC		
-- Confirm that all kitchen equipment, not being used during the summer, both gas and electric, are turned off. <i>Only an approved technician can turn on and off pilot lights.</i>	Cafeteria Manager	
-- Ensure that all compressors used in auto, wood or other shops are turned off.	Shop Teacher	
-- Turn off all automatic and manual exhaust fans. Review the need for building ventilation and shut down all unnecessary ventilation fans. <i>Only an approved technician can turn on and off exhaust fans unless they have an easily accessible switch such as those near or on a light switch.</i>	Fac. Services	
-- Adjust your HVAC time clocks according to required schedules.	Fac. Services	
-- Turn off electric water heaters at circuit box. Turn off any hot water boosters for kitchen dishwashers. <i>Approved technicians only.</i>	Fac. Services	
-- Turn off domestic hot water circulating pumps, if feasible. <i>Approved technicians only.</i>	Fac. Services	
Miscellaneous		
-- Discontinue garbage services. Request "on call" service only, if needed. Contact the Utilities Manager (PX 27124) to make arrangements.	Principal Designee	
-- Organize and plan summer building cleaning and waxing with resource conservation in mind. Provide a color coded school map indicating cleaning schedule.	Custodian	
--Portable classrooms have special needs when not in use. Lights are to be turned off and thermostats set to AUTO/ unoccupied mode.	School staff/Fac. Services	