

## END-OF-DAY SHUTDOWN CHECKLIST

BUILDING: \_\_\_\_\_ DATE: \_\_\_\_\_

### Between 1:00 - 2:00 p.m.:

Turn OFF cafeteria and/or staff break-room lights Yes \_\_\_\_\_ No \_\_\_\_\_

Turn OFF all cafeteria and/or staff break-room equipment Yes \_\_\_\_\_ No \_\_\_\_\_

### Between 3:00 - 4:00 p.m.:

Turn OFF all auditorium lights Yes \_\_\_\_\_ No \_\_\_\_\_

Turn OFF gymnasium lights Yes \_\_\_\_\_ No \_\_\_\_\_

Check all classroom/office lights Yes \_\_\_\_\_ No \_\_\_\_\_

Ceiling fans OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Running water in urinals OFF Yes \_\_\_\_\_ No \_\_\_\_\_

All unnecessary equipment OFF and UNPLUGGED Yes \_\_\_\_\_ No \_\_\_\_\_

All doors to bathrooms PROPPED OPEN Yes \_\_\_\_\_ No \_\_\_\_\_

HVAC system to guidelines "set back" temperature (85 in cooling season, 55° to 60° in heating season) Yes \_\_\_\_\_ No \_\_\_\_\_

All lights turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Unnecessary kitchen equipment turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Check security lighting time clocks Yes \_\_\_\_\_ No \_\_\_\_\_

Air conditioners turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Office machines (Computers, peripherals & other office machines) turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Lights OFF in unoccupied areas Yes \_\_\_\_\_ No \_\_\_\_\_

Performed by: \_\_\_\_\_

(The above is not inclusive . . . must be adapted to local conditions)

## WEEKEND SHUTDOWN CHECKLIST\*

BUILDING: \_\_\_\_\_ DATE: \_\_\_\_\_

### Between 1:00 - 2:00 p.m.:

Turn OFF cafeteria and/or staff break-room lights Yes \_\_\_\_\_ No \_\_\_\_\_

Turn OFF all cafeteria and/or staff break-room equipment Yes \_\_\_\_\_ No \_\_\_\_\_

### Between 3:00 - 4:00 p.m.:

Turn OFF all auditorium lights Yes \_\_\_\_\_ No \_\_\_\_\_

Turn OFF gymnasium lights Yes \_\_\_\_\_ No \_\_\_\_\_

Check all classroom/office lights Yes \_\_\_\_\_ No \_\_\_\_\_

Ceiling fans OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Running water in urinals OFF Yes \_\_\_\_\_ No \_\_\_\_\_

All unnecessary equipment OFF and UNPLUGGED Yes \_\_\_\_\_ No \_\_\_\_\_

All doors to bathrooms PROPPED OPEN Yes \_\_\_\_\_ No \_\_\_\_\_

All cabinets with access to plumbing should be left OPEN throughout building Yes \_\_\_\_\_ No \_\_\_\_\_

HVAC system to guidelines "set back" temperature (85 in cooling season, 55° to 60° in heating season) Yes \_\_\_\_\_ No \_\_\_\_\_

All lights turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Unnecessary kitchen equipment turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Check security lighting (OFF in day time) Yes \_\_\_\_\_ No \_\_\_\_\_

Check security lighting time clocks Yes \_\_\_\_\_ No \_\_\_\_\_

Report any commodes which run water constantly Yes \_\_\_\_\_ No \_\_\_\_\_

Domestic hot water circulating pumps turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Air conditioners turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Office machines (Computers, peripherals & other office machines) turned OFF Yes \_\_\_\_\_ No \_\_\_\_\_

Lights OFF in unoccupied areas Yes \_\_\_\_\_ No \_\_\_\_\_

\*Can be used on Thanksgiving, Easter & other long weekend holidays.

Performed by: \_\_\_\_\_

(The above is not inclusive . . . must be adapted to local conditions.)