



# 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.