



## School Break - Custodial Energy Shutdown Checklist

In an effort to promote energy conservation and reduce our energy budget LUSD is asking custodians to follow this checklist during all school breaks.

### General

#### CHECKLIST

- Close doors and windows when mechanical equipment is operating. The building must be pressurized to properly distribute air in the building.
- Close drapes and/or blinds to reduce heat gain during the day.
- Unplug all appliances (mini-refrigerators, microwaves, air fans) that are not required for critical health and safety concerns during the break. Please make sure to defrost and clean out refrigerators several days before leaving. Also, please address any moisture concerns related to the defrosting process before you leave the room.
- Unplug coffeepots, battery chargers, radios, power strips and other equipment that consume phantom electric loads.  
Please do not turn off printers or copy machines; leave them on to go into sleep mode. Technology works remotely on printers at regular intervals. Please also note that if any computer is plugged into a power strip not to turn the power strip off because Technology will not be able to "wake" the computer up to perform repairs, updates, etc.
- Inspect and report broken windows, window caulking, misaligned doors and windows, missing weather stripping around doors, or other breaches in the building envelope.
- Inspect and report other air leaks, such as around
  - electrical outlets,
  - plumbing,
  - HVAC equipment,
  - panels below windows, ceiling beams, other ceiling, roof, wall and floor penetrations.
- Notify the Technology Help Desk for any computers related concern 331-8324.
- Unplug all vending machines that are not in use by building staff or community activities over the break.

### HVAC

#### CHECKLIST

- Ensure that the heating, ventilation and air conditioning (HVAC) system is not running (if controlled locally). In rooms with programmable thermostats, such as portable classrooms, check the settings periodically to ensure that proper settings are maintained.
- If air conditioning temperature is locally controlled please set heating to 55° and cooling to 90°.
- Make sure no furniture, posters or bulletin boards are covering HVAC air vents.
- If you observe any HVAC system running during non-occupied times, please immediately report that energy concern to Maintenance and Operations at telephone number 331-7193
- Please note that HVAC services will be suspended during the break period unless formal request for operation have been approved prior to the break.

If your building has unit ventilators, make sure to keep items off the top and away from the front of the units.

Turn off non-essential exhaust fans.

## **Lighting**

### **CHECKLIST**

Make sure all classroom lighting is turned off.

Turn off as many exterior lights as permitted by the administration. Leave on approved only security lighting. Set up a new schedule on the time clocks for the exterior lighting if appropriate.

Report any outside lighting that is on during the day to Maintenance and Operations at telephone number 331-7193

Turn off lights in all display cases.

Ensure all light switches are off thus disabling any unintentional use of lighting sensors.

Do not hang any items from ceiling where lighting sensors are used for lighting.

We appreciate your help in this effort to reduce unnecessary utility cost during this school break. In the weeks following our break we will report back with how much was saved through your efforts.