



Extended Holiday Shutdown Check List

Campus: _____ Date: _____

(2:30 p.m. – 4:00 p.m.)

	YES	NO
Cafeteria Lights shut off?		
All cafeteria equipment shut off?		
All exterior doors closed?		
Auditorium Lights off:		
Television monitors in unoccupied rooms off?		
Locker rooms lights / Gym Lights off?		
Cooling / Heating off in unoccupied rooms?		
Lights off in all unoccupied rooms / areas?		
Water fountains functioning okay?		
Sinks, urinals, commodes functioning okay?		

(4:00 p.m. – Close)

	YES	NO
Office machines / computer monitors off?		
Teacher work room machines off?		
Lights limited to cleaning area & safety transition		
All thermostats set at 50 degrees?		
All coolers / heaters appropriately set?		
All computer monitors / cpu turned off?		
All doors closed and secured?		
*Heating / Cooling computerized systems set at recommended time?		
*Unnecessary kitchen equipment turned off?		
(Leave walk-in freezers and refrigerators on)		
** Vending machines unplugged?		
** All water fountains unplugged?		

Checklist performed by: _____

Please Print

Comments / Concerns: _____
