

Energy Management Check List

For

Unoccupied Facilities

- _____ a. All portable classroom heat pumps and window type A/C units are turned off.
- _____ b. All electric domestic and kitchen water heaters are turned off at the breaker. If gas, contact maintenance.
- _____ c. All water coolers should be unplugged at the receptacle or cut off at breaker except one for staff use.
- _____ d. All vending machines, including soft drink machines, are cut off at breaker except one set of machines for staff use. Machines being turned off should be coordinated with the full service vending company.
- _____ e. All clocks should be cut off except ones in occupied areas, or except in schools h o s t i n g
summer school.
- _____ f. All classroom televisions are cut off and unplugged at the receptacle unless in use by room occupants.
- _____ g. All lights in closets and restrooms are turned off at the light switch.
- _____ h. All classroom, gym, auditorium, commons, kitchen and various lights are turned off at the switch or circuit breaker.
- _____ i. All exterior lights under canopies, walkways, storage buildings, attic and crawl spaces are turned off at the wall switch or circuit breaker.
- _____ j. Survey exterior lighting during summer break and report any lights that are operating during day light hours.
- _____ k. Fire alarm systems are in working order and have been left on.
- _____ l. Contact technology to coordinate shutting down all computers and hardware except servers.
- _____ m. All copiers are off except ones for office use.
- _____ n. All reach in coolers and freezers have been shutdown where possible.
- _____ o. All household type refrigerators in Home Economics and other areas have been cleaned out and unplugged.
- _____ p. Teachers, coaches and staff have been instructed about summer shutdown procedures.
- _____ q. Custodians and staff have been instructed about the use of lights and equipment. Equipment and lights should be on only in occupied areas of the facility.
- _____ r. Coordinate carpet and floor cleaning with the Energy Department for mold/mildew prevention.
- _____ s. Instruct custodians and staff concerning procedures for reporting roof and plumbing leaks.
- _____ t. Instruct custodians and staff about reporting any mold or mildew and any wet and smelly carpets that could lead to IAQ problems.
- _____ u. Report any problems with security systems to the Maintenance Department.
- _____ v. Provide Energy Department with a detailed schedule and areas of summer usage, such as summer school, football camps, and other facility usage.
- _____ w. Procedures to monitor and empty individual room dehumidifiers.
- _____ x. Plans have been made to monitor energy usage and report wasteful equipment operation. Any problems should be reported to the Energy Management Department
- _____ y. Contact HCS Energy Management Department at 843-488-6967 or 843-488-6981