

SHUTDOWN CHECKLIST

BEST PRACTICES

- Review the checklist approximately 1–2 weeks prior to shutdown to make sure there are arrangements to support successful shutdown entity wide— *send e-mail to appropriate staff requesting these actions*
- Ensure all windows and exterior doors are closed and locked
- Cooling Season: Close blinds to better control interior temperature and avoid solar heat gain
- Heating Season: Open blinds to allow for interior warming, where permitted
- Consolidate building activities during shut down period and instruct occupants on set-back procedures
- Conduct a final walkthrough of each building to identify any potential problems and ensure all buildings are shutdown

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 time clocks are working and set correctly for exterior lights that will be in operation during the break
- Turn off all display case lighting
- Whenever possible, turn off all interior lights except exit/security lighting
- Where lighting controls exist, adjust scheduling to be in accordance with closing scheduling

ELECTRICITY

- Check to make sure that all unnecessary electrical appliances are turned off and unplugged, including copiers, computers, printers, televisions, fax machines, radios, water coolers, sound systems, and task lighting, to include computer lab equipment
- Check that all electrical appliances in the common areas are turned off and unplugged
- Unplug vending machines and inform the vendor
- Turn off any intercom systems

KITCHEN / WORKSHOPS

- Confirm that all kitchen equipment, both gas, and electric is turned off
- Consolidate items from multiple refrigerators into one and clean out/unplug others
- 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 in workshop like rooms are turned off

HVAC

- Cooling Season: Set temperatures to 80—85 degrees in all parts of the building, as appropriate for the type of facility
- Heating Season: Set temperatures to 55—60 degrees in all parts of the building
- Review the need for building ventilation and shut down all unnecessary ventilation fans
- Adjust HVAC time clocks to account for unoccupied time periods and required schedules
- Ensure that nothing is stacked on unit ventilators
- Turn off automatic and manual exhaust fans