
RESOURCE CONSERVATION MANAGEMENT SUMMER BREAK SHUTDOWN ACTIVITIES

Facility Name_____

C-Custodian_____ A- Administration Staff_____

M-Maintenance Staff_____ K-Kitchen Staff_____

R-Resource Conservation Manager_____

NOTE: Fill in the above spaces with responsible staff. Indicate below in the box which staff will be responsible for getting individual tasks completed.

LIGHTING

	Turn off as many exterior lights as permitted by the administration. Only security lighting. Set up a new schedule on the time clocks for the exterior lighting, if appropriate.
	Implement an all-dark campus for interior and exterior lights if permitted by the administration.
	Ensure all exterior lighting that is left on is controlled by a photocell or time clock with proper settings.
	Use interior lighting only in the areas being occupied. Use day lighting if adequate.
	Turn off display lighting.

HVAC

	Set HVAC time clocks and/or EMCS for minimum operating time. Operation should match the summer occupancy levels.
	Set HVAC controls/switches to allow in the amount of outside air (OSA) needed for the number of occupants scheduled for the different areas (caution: if solvents or other odor causing agents are used, maintain OSA if necessary for proper indoor air quality).
	Set HVAC controls to a minimum temperature of 55° F during times when not occupied.
	If cooling is available, set HVAC controls to a minimum of 78° F for cooling during times when occupied.
	Set the EMCS or other controls (if capable) to provide a night purge of the building. Bringing in outside air from 2 am to 4 am when the outside air is at it's coolest, will cool the building down. This provides cooling in buildings that have none and will reduce the cooling load in buildings that have mechanical cooling.
	Turn off all automatic and manually operated exhaust fans. Study the need for ventilation fans during the set back period. Turn off those that do not interfere with the HVAC system.
	Use the smallest cooling zone possible for the work being conducted during the break.
	Perform a boiler lay-up. This involves shutting off steam and/or water valves, and drying out the boiler. Make sure to consult the boiler maintenance manuals, manufacturer or boiler vendor regarding the proper procedures.

DOMESTIC WATER AND DOMESTIC HOT WATER (DHW)

	Turn off electric water heaters at the circuit box (if not needed over the break). Turn off any hot water boosters for kitchen dishwashers.
	Turn off DHW circulation pumps, if feasible.
	Turn off automatic flushing systems.
	Check actual water meters to verify there is no use due to water leaks.

ENVELOPE

	Close all curtains/blinds in unoccupied areas to help reduce building heat gain.
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KITCHEN

	Confirm that all kitchen equipment (gas and electric) is turned off. For equipment that has a pilot light and is not used during the summer, the gas valves should be closed.
	Consolidate items from multiple refrigerators into one, and turn the others off.

MISCELLANEOUS EQUIPMENT

	Turn off classroom bell systems when feasible
	Turn off Compressors used in shops (auto, wood, etc.)
	Check to make sure all unnecessary electric appliances (copiers, computers, printers, TVs, fax, radios, water coolers, task lighting, etc.) are turned off.
	Make sure break room refrigerators are cleaned out and turned off, if possible.
	Unplug vending machines (inform vendors of intentions).

GARBAGE

	Discontinue unneeded garbage services
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