

ENERGY MANAGEMENT & MOLD PREVENTION – END OF YEAR CHECKLIST

ATHLETICS

School:	Room # / Area:
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ATHLETIC FACILITY INSPECTION

If you answer YES to any of the following questions, please notify your principal or plant engineer for further inspection.

1	Are there any leaks in any of the athletic facilities? (ceiling, under sinks, through windows or doors, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Location of Leak(s):
2	Are there any doors or windows in any of the athletic facilities that are in need of weather stripping?
	***The ability of light, moisture, or air to pass through the seal of a window or door indicates a weather stripping issue. <input type="checkbox"/> Yes <input type="checkbox"/> No Location of weather stripping need(s):
3	Is the thermostat in any of the athletic facilities, in a location that prevents it from getting an accurate reading of the room temperature? (blocked by a permanent fixture, directly under a vent, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Location of Thermostat(s):
4	Are there any light fixtures in any of the athletic facilities from which bulbs can be removed? (un-needed, over-lit, directly above Promethean Board, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Location of Fixture(s):

ATHLETIC FACILITIES

<input type="checkbox"/>	1. Turn off ALL lights using the switch.						
	***If no switch is present, inform your plant engineer so that these lights can be turned off at the breaker.						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Classrooms/Offices</td> <td style="width: 33%;"><input type="checkbox"/> Bathrooms/Locker Rooms</td> <td style="width: 33%;"><input type="checkbox"/> Stadiums</td> </tr> <tr> <td><input type="checkbox"/> Gyms/Auxiliary Gyms/Weight Rooms</td> <td><input type="checkbox"/> Field Houses/Concessions</td> <td><input type="checkbox"/> Others</td> </tr> </table>	<input type="checkbox"/> Classrooms/Offices	<input type="checkbox"/> Bathrooms/Locker Rooms	<input type="checkbox"/> Stadiums	<input type="checkbox"/> Gyms/Auxiliary Gyms/Weight Rooms	<input type="checkbox"/> Field Houses/Concessions	<input type="checkbox"/> Others
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<input type="checkbox"/>	2. Turn off and UNPLUG ALL plug loads. (classrooms, offices, gyms, field houses, concessions, etc.)						
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<input type="checkbox"/>	3. Clean and DRY locker rooms to prevent mold growth.						
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<input type="checkbox"/>	4. Shut down concessions (ice makers, refrigerators, etc.) have been emptied and unplugged.						
	***If a booster club is responsible for the concessions, please contact the appropriate person(s) to ensure this is complete.						
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<input type="checkbox"/>	5. Close and lock all exterior doors and windows. (gyms, field houses, bathrooms, concessions, etc.)						
	***NO doors or windows should be propped open for ANY reason.						

REMINDER

IF YOU NOTICE MOLD, OR AN INCREASED POTENTIAL FOR MOLD RELATED ISSUES, NOTIFY YOUR BUILDING SPECIALIST AND ENERGY MANAGER IMMEDIATELY!!!