

ENERGY MANAGEMENT SUMMER CHECKLIST

ENERGY MANAGEMENT – ITEMS TO BE CHECKED AT THE BEGINNING OF THE SUMMER

AIR CONDITION SCHEDULE

Main Office Area and Media Center: 7:30 am – 5:30 pm, Monday-Thursday

Reminder: All afterhours events should be scheduled with Bobby Kelly at least two weeks prior. Indicate date, start time, end time, and rooms that will be used.

MAIN BUILDING

- 1. ALL plug loads in classrooms, unused offices, and all other areas have been turned off AND unplugged.
 - ALL plug loads in ALL classrooms, unused offices, and all other areas (including TVs and VCRs)
 - Drink machines and water fountains
 - Refrigerators (kitchen and kindergarten) and reach in coolers
- 2. ALL forbidden plug loads (personal refrigerators, microwaves, coffee makers, personal heaters & lamps utilizing incandescent light bulbs) have been removed from classrooms and offices.
- 3. ALL water heaters (except for ones used for cleaning) should be turned off
- 4. ALL blinds closed.

ATHLETIC FACILITIES

- 1. All plug loads in all athletic field houses have been unplugged.
- 2. All plug loads (ice makers, refrigerators, etc.) in concessions stands have been emptied and unplugged.
- 3. All lights in concession stands, field houses, and bathrooms have been turned off.
- 4. All doors for concession stands, field houses, and bathrooms are locked.

ENERGY MANAGEMENT – ITEMS TO BE CHECKED DAILY

- 1. ALL lights in unoccupied areas have been turned off using the switch (or breaker if switch is not present).
- 2. Lights in areas with windows providing lots of natural lighting are off
- 3. ALL plug loads that are not being used have been turned off AND unplugged.
- 4. ALL doors and windows are properly closed (and properly sealed with weather stripping).
- 5. Before leaving the building, check to be sure that
 - ALL A/C overcalls have been deactivated
 - ALL lights have been turned off using the switch (or breaker if switch is not present)
 - ALL plug loads have been turned off AND unplugged
 - ALL parking lot lights are off

MOLD PREVENTION

- 1. ALL A/C unit air filters and drain pans are clean and unobstructed (check quarterly).
- 2. ALL doors and windows are properly closed (check daily).
- 3. ALL lockers rooms, lockers, and their contents are clean and dry (check daily).
- 4. The building is maintaining a positive air pressure (check continuously).
- 5. There are no visible signs of condensation (check continuously).
- 6. ALL floors and carpets are dry (or will be dry within 24 hours).
- 7. Dehumidifiers are used in areas with high humidity levels.
- 8. ALL fish aquariums are equipped with condensation trays.

REMINDER

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