

ENERGY MANAGEMENT & MOLD PREVENTION – SUMMER PROCEDURES

PLANT ENGINEER

School:	Plant Engineer:
----------------	------------------------

BUILDING INSPECTION

If you answer YES to any of the following questions, please notify Energy Management and/or Maintenance ASAP.

1	Are there any leaks in your building(s)? (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 your building(s) 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	Are there any thermostats in building(s) that are 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 building(s) from which bulbs can be removed? (un-needed, over-lit, "pretty lights," directly above Promethean Board, etc.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No Location of Fixture(s):

END OF YEAR CHECKLIST

<input type="checkbox"/>	1. Ensure that all faculty and staff have completed their END OF YEAR CHECKLISTS. ***Conduct a walk-through of all classrooms, offices, athletic facilities and all other rooms in your building(s). ***You can obtain copies of the checklists on the Energy Management website in the DOWNLOADS section.						
<input type="checkbox"/>	2. If not done already, turn off, unplug, and remove ALL forbidden plug loads from classrooms and offices. ***Inform your principal and energy management if any of these items were still in the building, including the location of the item(s).						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Personal Refrigerators</td> <td style="width: 33%;"><input type="checkbox"/> Coffee Makers</td> <td style="width: 33%;"><input type="checkbox"/> Lamps with INCANDESCENT BULBS</td> </tr> <tr> <td><input type="checkbox"/> Microwaves</td> <td><input type="checkbox"/> Personal Heaters</td> <td>***Lamps with CFL bulbs are permitted</td> </tr> </table>	<input type="checkbox"/> Personal Refrigerators	<input type="checkbox"/> Coffee Makers	<input type="checkbox"/> Lamps with INCANDESCENT BULBS	<input type="checkbox"/> Microwaves	<input type="checkbox"/> Personal Heaters	***Lamps with CFL bulbs are permitted
<input type="checkbox"/> Personal Refrigerators	<input type="checkbox"/> Coffee Makers	<input type="checkbox"/> Lamps with INCANDESCENT BULBS					
<input type="checkbox"/> Microwaves	<input type="checkbox"/> Personal Heaters	***Lamps with CFL bulbs are permitted					
<input type="checkbox"/>	3. ALL refrigerators are clean, dry, unplugged and propped open. (kindergarten, science, special ed., etc.) ***ONE refrigerator may be used over the summer for staff and custodial use.						
<input type="checkbox"/>	4. Unplug all water fountains and vending machines. ***ONE water fountain may be used over the summer for staff and custodial use.						
<input type="checkbox"/>	5. ALL cabinets and drawers are open and free of moisture or mold producing items. ***Cabinets and drawers should remain proper open for the duration of the summer.						
<input type="checkbox"/>	6. Ensure that ALL kitchen equipment (food warmers, refrigerators, reach-in coolers) have been unplugged. ***Walk in refrigerators and freezers should remain on; Check temp. as scheduled.						
<input type="checkbox"/>	7. Turn off ALL water heaters (except those that will be used for cleaning).						
<input type="checkbox"/>	8. Ensure that ALL A/C unit air filters and drain pans are clean and unobstructed.						

ENERGY MANAGEMENT & MOLD PREVENTION – SUMMER PROCEDURES

PLANT ENGINEER

DAILY SUMMER CHECKLIST AND PROCEDURES

- 1. **Turn off ALL lights (except in areas where work is being done).**
***Lights should be turned off when an area becomes unoccupied for any reason. (moving on to another task, breaks, etc.)
***Lights should be turned off in areas where windows and security lighting provide sufficient light for completing tasks.
- 2. **HVAC systems are in occupied mode ONLY in area(s) where work is being done. (Limit 2)**
***In addition to Administrative areas and media centers, HVAC systems may be in occupied mode in a max of 2 areas. Please keep this in mind when making requests via comfort zone.
***Fans are permitted in any area.
- 3. **Turn off and UNPLUG all unused plug loads.**
- 4. **Only ONE refrigerator is being used in the building.**
- 5. **Only ONE water fountain is being used in the building.**
- 6. **ALL vending machines have been unplugged.**
- 7. **ALL doors and windows are properly closed at ALL times.**
***Doors & windows should NOT be propped open for ANY reason.
- 8. **ALL locker rooms, lockers, and their contents are clean and dry.**
- 9. **There are no visible signs of condensation.**
- 10. **ALL floors and carpets are dry (or will be dry within 24 hours).**
- 11. **Dehumidifiers are used in areas with high humidity levels.**
- 12. **Ensure that ALL lights, plug loads are off and/or UNPLUGGED at the end of EVERY day.**

*****REMINDER*****

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