

# **ENERGY MANAGEMENT & MOLD PREVENTION – DAILY CHECKLIST**

## **FACULTY AND STAFF**

<b>School:</b>	<b>Room # / Area:</b>
----------------	-----------------------

### **CLASSROOMS AND OFFICE INSPECTION**

- Always be on the lookout for the following issues.
- If you see any of these issues, fill in this form and submit it to your plant engineer as soon as possible.

<b>1</b>	<b>Are there any leaks in your classroom/office/area? (ceiling, under sinks, through windows or doors, etc.)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Leak(s):
<b>2</b>	<b>Are there any doors or windows in your classroom/office/area that are in need of weather stripping?</b> ***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):
<b>3</b>	<b>Are there any light fixtures in your classroom/office/area from which bulbs can be removed? (un-needed, over-lit, directly above Promethean Board, etc.)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Fixture(s):

### **CLASSROOMS AND UNUSED OFFICES**

- These items should be done on a daily basis to ensure that classrooms and offices are shut down properly.

<input type="checkbox"/>	<b>1. Exterior door and windows should remain closed at ALL times; NOT be propped open for ANY reason.</b>												
<input type="checkbox"/>	<b>2. If not done already unplug and remove ALL “forbidden” plug loads from classrooms and offices.</b> ***Exceptions made ONLY for medical reasons												
<input type="checkbox"/>	<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"/>	<b>3. Turn off ALL lights using the switch. (classrooms, unused offices, storage rooms, work rooms, etc.)</b> ***If no switch is present, inform your plant engineer so that these lights can be turned off at the breaker.												
<input type="checkbox"/>	<b>4. Turn off ALL plug loads. (classrooms, unused offices, storage rooms, work rooms, etc.)</b>												
	<table border="0"><tr><td><u>Office / Computer Equipment</u></td><td><u>Other</u></td><td></td></tr><tr><td><input type="checkbox"/> Computers      <input type="checkbox"/> Unused Copiers</td><td><input type="checkbox"/> TVs</td><td><input type="checkbox"/> Lamps</td></tr><tr><td><input type="checkbox"/> Monitors      <input type="checkbox"/> Promethean Boards</td><td><input type="checkbox"/> VCRs</td><td><input type="checkbox"/> Radios</td></tr><tr><td><input type="checkbox"/> Printers      <input type="checkbox"/> Other</td><td><input type="checkbox"/> Clocks</td><td><input type="checkbox"/> Other</td></tr></table>	<u>Office / Computer Equipment</u>	<u>Other</u>		<input type="checkbox"/> Computers <input type="checkbox"/> Unused Copiers	<input type="checkbox"/> TVs	<input type="checkbox"/> Lamps	<input type="checkbox"/> Monitors <input type="checkbox"/> Promethean Boards	<input type="checkbox"/> VCRs	<input type="checkbox"/> Radios	<input type="checkbox"/> Printers <input type="checkbox"/> Other	<input type="checkbox"/> Clocks	<input type="checkbox"/> Other
<u>Office / Computer Equipment</u>	<u>Other</u>												
<input type="checkbox"/> Computers <input type="checkbox"/> Unused Copiers	<input type="checkbox"/> TVs	<input type="checkbox"/> Lamps											
<input type="checkbox"/> Monitors <input type="checkbox"/> Promethean Boards	<input type="checkbox"/> VCRs	<input type="checkbox"/> Radios											
<input type="checkbox"/> Printers <input type="checkbox"/> Other	<input type="checkbox"/> Clocks	<input type="checkbox"/> Other											
<input type="checkbox"/>	<b>5. Lamps are only used INSTEAD of ceiling fixtures; never used at the same time.</b>												
<input type="checkbox"/>	<b>6. Incandescent bulbs are not being used in ANY lamps</b>												

### **\*\*\*REMINDER\*\*\***

**IF YOU NOTICE MOLD, OR AN INCREASED POTENTIAL FOR MOLD RELATED ISSUES (such as consistent condensation on surfaces), NOTIFY YOUR PLANT ENGINEER IMMEDIATELY!!!**