

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

## **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.)**

Yes     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.

Yes     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.)**

Yes     No    Location of Thermostat(s):

### **DAILY CHECKLIST AND PROCEDURES**

**1. If not done already, turn off, unplug, and remove ALL forbidden plug loads from classrooms and offices.**

Personal Refrigerators                       Coffee Makers                       Lamps with INCANDESCENT BULBS  
 Microwaves     Personal Heaters                      \*\*\*Lamps with CFL bulbs are permitted

**2. Ensure that ALL A/C unit air filters and drain pans are clean and unobstructed.**

**3. 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.

**4. HVAC systems are in occupied mode ONLY during school hours and afterschool programs.**

\*\*\*Fans are permitted in any area.

**5. Turn off and UNPLUG all unused plug loads.**

**6. ALL doors and windows are properly closed at ALL times.**

\*\*\*Doors & windows should NOT be propped open for ANY reason.

**7. ALL locker rooms, lockers, and their contents are clean and dry.**

**8. There are no visible signs of condensation.**

**9. Dehumidifiers are used in areas with high humidity levels.**

**10. 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!!!**