

# ENERGY MANAGEMENT & MOLD PREVENTION – END OF YEAR CHECKLIST

## FACULTY AND STAFF

<b>School:</b>	<b>Room # / Area:</b>
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### CLASSROOMS AND OFFICE INSPECTION

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

<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>Is the thermostat in your classroom/office/area 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.)</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No    Location of Thermostat:
<b>4</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

<input type="checkbox"/>	<b>1. 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>2. Turn off and UNPLUG ALL plug loads. (classrooms, unused offices, storage rooms, work rooms, etc.)</b>						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"><u>Office / Computer Equipment</u></td> <td style="width: 33%; border-bottom: 1px solid black;"><u>Other</u></td> <td style="width: 33%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> Computers                      <input type="checkbox"/> Unused Copiers  <input type="checkbox"/> Monitors                         <input type="checkbox"/> Promethean Boards  <input type="checkbox"/> Printers                           <input type="checkbox"/> Other         </td> <td style="border-bottom: 1px solid black;"> <input type="checkbox"/> TVs                                      <input type="checkbox"/> Lamps  <input type="checkbox"/> VCRs                                 <input type="checkbox"/> Radios  <input type="checkbox"/> Clocks                                <input type="checkbox"/> Other         </td> <td></td> </tr> </table>	<u>Office / Computer Equipment</u>	<u>Other</u>		<input type="checkbox"/> Computers <input type="checkbox"/> Unused Copiers <input type="checkbox"/> Monitors <input type="checkbox"/> Promethean Boards <input type="checkbox"/> Printers <input type="checkbox"/> Other	<input type="checkbox"/> TVs <input type="checkbox"/> Lamps <input type="checkbox"/> VCRs <input type="checkbox"/> Radios <input type="checkbox"/> Clocks <input type="checkbox"/> Other	
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<input type="checkbox"/>	<b>3. Take home ALL plants and animals. (including fish aquariums)</b>						
<input type="checkbox"/>	<b>4. Take home ALL personal items. (including ALL food items)</b>						
	***Greenville County Schools is not responsible for any items left behind that are not school property.						
<input type="checkbox"/>	<b>5. Turn off ALL refrigerators. (classrooms, storage rooms, break rooms, work rooms, PTA rooms, etc.)</b>						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"><input type="checkbox"/> Remove ALL items</td> <td style="width: 33%; border-bottom: 1px solid black;"><input type="checkbox"/> Empty ALL bins</td> <td style="width: 33%; border-bottom: 1px solid black;"><input type="checkbox"/> Unplug from the wall</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Empty Ice Trays</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Clean and dry interior</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Prop doors open</td> </tr> </table>	<input type="checkbox"/> Remove ALL items	<input type="checkbox"/> Empty ALL bins	<input type="checkbox"/> Unplug from the wall	<input type="checkbox"/> Empty Ice Trays	<input type="checkbox"/> Clean and dry interior	<input type="checkbox"/> Prop doors open
<input type="checkbox"/> Remove ALL items	<input type="checkbox"/> Empty ALL bins	<input type="checkbox"/> Unplug from the wall					
<input type="checkbox"/> Empty Ice Trays	<input type="checkbox"/> Clean and dry interior	<input type="checkbox"/> Prop doors open					
<input type="checkbox"/>	<b>6. Open ALL cabinet doors and drawers to prevent mold growth.</b>						
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"><input type="checkbox"/> Open ALL cabinet doors and drawers</td> <td style="width: 50%; border-bottom: 1px solid black;"><input type="checkbox"/> Dry any wet or damp areas</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Remove ALL mold producing items (food, etc)</td> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Leave open for inspection</td> </tr> </table>	<input type="checkbox"/> Open ALL cabinet doors and drawers	<input type="checkbox"/> Dry any wet or damp areas	<input type="checkbox"/> Remove ALL mold producing items (food, etc)	<input type="checkbox"/> Leave open for inspection		
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<input type="checkbox"/> Remove ALL mold producing items (food, etc)	<input type="checkbox"/> Leave open for inspection						
<input type="checkbox"/>	<b>7. Close ALL blinds.</b>						

\*\*\*REMINDER\*\*\*

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