

Rock Hill Schools
Holiday/Summer Energy Shutdown
Checklist for Faculty & Staff



Last day of school following food service:

- ☐ **Cafeteria Managers** - Turn OFF cafeteria lights. Turn OFF and UNPLUG unnecessary kitchen and cafeteria equipment. This might include convection cookers, pass-through refrigerators or holding racks, computer equipment, range hoods, dishwasher exhaust fans, milk coolers etc.

Last day of school following classes:

- ☐ **Teachers and Staff** - Microwaves, coffee pots and toaster ovens need to be cleaned out and unplugged. Please unplug calculators, staplers, sharpeners, laminators, tape recorders, radios, lamps, decorations. Unplug chargers for cell phones, PDA's, laptops and other equipment not critically needed.
- ☐ **Teachers and Staff** – turn off all PC's, laptops, monitors, overhead projectors, televisions, audio equipment, printers, vcr's and dvd players.
- ☐ **Teachers and Staff** – make sure all windows and doors are closed and locked. Please close all window and door blinds.
- ☐ **Teachers and Staff** – if applicable, make sure your thermostat heating set point is 60 deg. F. and your cooling set point is 80 deg. F.
- ☐ **Teachers and Staff** (Science and Art Rooms) – Make sure kilns are off and kiln exhaust fan is off. Close all fume hood sashes and make sure hood light and exhaust fan is off.
- ☐ **Teachers and Staff** - please turn off all light switches in your area as you leave. This includes storage areas, bathrooms and closets.
- ☐ **Athletics Department** - Turn off all manually controlled (wall switch) locker room exhaust fans. Make sure the thermostats for electric wall heaters in locker rooms and bathrooms are turned down. Please TURN OFF ALL LIGHT switches in your area as you leave. This includes the gymnasium, locker rooms, storage and other athletic areas.
- ☐ **Media Specialists** – Please turn off school-wide media systems such as Closed Circuit TV equipment.
- ☐ **Janitorial** – please turn off all light switches. Secure and lock classroom doors as you exit. Turn off hallway and common area light switches as you exit the areas.
- ☐ **Janitorial** – Arm security systems for all buildings as you exit.

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Facilities Services Staff - Last day of school following classes:

- ☐ Set HVAC schedules to "Holiday" setting on BAS. Adjust schedules for exterior lighting as needed.
- ☐ Turn individually controlled HVAC units in school buildings OFF as necessary. Verify hallway unit heaters with local thermostats are set to 60 deg. F. heating and are not running wild.
- ☐ All water fountains de-energized or unplugged.
- ☐ De-energize gang bathroom exhaust fans.
- ☐ Turn OFF leaking faucets, urinals or commodes at the valve underneath.
- ☐ TURN OFF common area lights at switch where possible – hallways, restrooms, workrooms, closets, storage rooms, etc.
- ☐ Verify thermostats in mobile units are set as follows: 50 deg. F. heating, 90 deg. F. cooling.
- ☐ Verify Athletic areas and Auditorium areas are shut down. Lights and manually controlled exhaust fans.