



# Extended Break SHUTDOWN PREPARATION

Taking the time to implement simple shut-down measures before extended breaks can increase your district's efficiency and decrease potential hazards.

## WATER

- Check all drinking fountains, faucets, showers and toilets for water leaks.
- Check water meters to ensure accuracy and confirm there are no water leaks.
- Check that fire suppression sprinkler systems are maintained and heat is provided for wet systems.
- Ensure sump pumps are working properly.
- Turn off any automatic flushing systems.
- Ensure external faucets/water outlets are off and protected.
- Insulate pipes as needed.
- Protect and insulate external and internal taps and pipes from freezing temps.
- Have blueprints available showing locations of all water shut-offs.
- Verify that all appropriate personnel are aware of locations of all water shut-offs.
- Remove debris from drains, rain gutters and outside drain inlets.

## ELECTRICITY

- Turn off and unplug all unnecessary electrical appliances.
- Turn off all kitchen equipment, both electric and gas.
- Turn off and unplug computers, monitors, speakers, projectors, and printers in computer labs.
- Turn off and unplug any free-standing electric heaters.
- Turn off all home economic appliances.
- Check kilns to make sure they aren't programmed to run.

## HVAC

- Set thermostats to 55 to 60 degrees, at a minimum, in all parts of the building.
- Turn off all compressors used in auto, wood or other shops.
- Turn off all automatic and manual exhaust fans and shut down all unnecessary ventilation fans.
- Adjust HVAC time clocks according to required schedules.
- Turn off electric water heaters at the circuit box.
- Turn off hot water boosters for kitchen dishwashers.

## REFRIGERATION

- Turn off or unplug drinking fountains containing individual refrigeration units.
- Consolidate items from multiple refrigerators into one and clean and unplug others.
- Turn off milk coolers.

## BUILDING SECURITY

- Check that all windows and doors are closed and locked including exterior buildings.
- Advise local law enforcement of all extended breaks so they may provide more observation checks.
- Verify all security cameras are working properly.
- Ensure all dumpster lids are closed and secured.
- Close and lock all exterior gates to all athletic fields and bus garages.

## LIGHTING

- Replace any exterior and interior security lights that are out.
- Turn off all display case lighting.
- Turn off all interior lights except exit/security lighting.

## MONITORING

- Monitor weather reports during the extended break. Plan for any possible extremes.
- Assign personnel to make routine checks of the facilities.
- Plan for assigned personnel to make visits, check heaters, and increase temperatures in the case of extreme low temperatures.
- Monitor kitchen coolers and freezers, if no alarm system.
- Establish a plan for any group or athletic team who will be using any facilities during the break; requirements for HVAC, lighting, responsibility for locking all doors, gates, etc.
- Have a plan in place in the event of finding a water leak, vandalism, bus damage, etc.
- Check to make sure the district's emergency contact list is up to date.

Resources used: GSBA and Alliance to Save Energy.

*This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.*