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.