

ENERGY MANAGEMENT & MOLD PREVENTION – DAILY CHECKLIST

ATHLETICS

School:	Room # / Area:
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ATHLETIC FACILITY INSPECTION

- Always be on the lookout for the following issues.
- If you see any of these issues, fill in this form and submit it to your plant engineer as soon as possible.

1	Are there any leaks in any of the athletic facilities? (ceiling, under sinks, through windows or doors, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Leak(s):
2	Are there any doors or windows in any of the athletic facilities 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.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location of weather stripping need(s):
3	Are there any light fixtures in any of the athletic facilities from which bulbs can be removed? (un-needed, over-lit, directly above Promethean Board, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location of Fixture(s):

ATHLETIC FACILITIES

- These items should be done on a daily basis to ensure that all athletic facilities are shut down properly.

<input type="checkbox"/>	1. Exterior door and windows should remain closed at ALL times; NOT be propped open for ANY reason.																
<input type="checkbox"/>	2. If not done already unplug and remove ALL "forbidden" plug loads from classrooms and offices. ***Exceptions made ONLY for medical reasons																
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<input type="checkbox"/>	3. Turn off ALL lights using the switch. ***If no switch is present, inform your plant engineer so that these lights can be turned off at the breaker.																
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<input type="checkbox"/>	4. Turn off ALL plug loads. (classrooms, offices, gyms, field houses, concessions, etc.)																
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<input type="checkbox"/>	5. Clean and DRY locker rooms to prevent mold growth.																
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<input type="checkbox"/>	6. Close and lock all exterior doors and windows. (gyms, field houses, bathrooms, concessions, etc.)																

REMINDER

IF YOU NOTICE MOLD, OR AN INCREASED POTENTIAL FOR MOLD RELATED ISSUES (such as consistent condensation on surfaces), NOTIFY YOUR PLANT ENGINEER IMMEDIATELY!!!