

ENERGY MANAGEMENT & MOLD PREVENTION – END OF YEAR CHECKLIST

ATHLETICS

| | |
|----------------|-----------------------|
| School: | Room # / Area: |
|----------------|-----------------------|

ATHLETIC FACILITY INSPECTION

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

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|----------|---|
| 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 | Is the thermostat in any of the athletic facilities, 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.) |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No Location of Thermostat(s): |
| 4 | 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

| | | | | | | | |
|--|--|--|--|--|--|---|--|
| <input type="checkbox"/> | 1. 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. | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Classrooms/Offices</td> <td style="width: 33%;"><input type="checkbox"/> Bathrooms/Locker Rooms</td> <td style="width: 33%;"><input type="checkbox"/> Stadiums</td> </tr> <tr> <td><input type="checkbox"/> Gyms/Auxiliary Gyms/Weight Rooms</td> <td><input type="checkbox"/> Field Houses/Concessions</td> <td><input type="checkbox"/> Others</td> </tr> </table> | <input type="checkbox"/> Classrooms/Offices | <input type="checkbox"/> Bathrooms/Locker Rooms | <input type="checkbox"/> Stadiums | <input type="checkbox"/> Gyms/Auxiliary Gyms/Weight Rooms | <input type="checkbox"/> Field Houses/Concessions | <input type="checkbox"/> Others |
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| <input type="checkbox"/> | 2. Turn off and UNPLUG ALL plug loads. (classrooms, offices, gyms, field houses, concessions, etc.) | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Office / Computer Equipment</td> <td style="width: 50%; border-bottom: 1px solid black;">Other</td> </tr> <tr> <td style="border: none;"> <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: none;"> <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> </tr> </table> | Office / Computer Equipment | Other | <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"/> | 3. Clean and DRY locker rooms to prevent mold growth. | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Remove ALL items from lockers and locker room</td> <td style="width: 50%;"><input type="checkbox"/> Open lockers; leave open for inspection</td> </tr> <tr> <td><input type="checkbox"/> Clean and dry interior of lockers</td> <td><input type="checkbox"/> Ensure locker room floor is dry</td> </tr> </table> | <input type="checkbox"/> Remove ALL items from lockers and locker room | <input type="checkbox"/> Open lockers; leave open for inspection | <input type="checkbox"/> Clean and dry interior of lockers | <input type="checkbox"/> Ensure locker room floor is dry | | |
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| <input type="checkbox"/> Clean and dry interior of lockers | <input type="checkbox"/> Ensure locker room floor is dry | | | | | | |
| <input type="checkbox"/> | 4. Shut down concessions (ice makers, refrigerators, etc.) have been emptied and unplugged. | | | | | | |
| | ***If a booster club is responsible for the concessions, please contact the appropriate person(s) to ensure this is complete. | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Remove all items from refrigerators and coolers</td> <td style="width: 50%;"><input type="checkbox"/> Empty ice makers</td> </tr> <tr> <td><input type="checkbox"/> Clean and dry refrigerators and coolers</td> <td><input type="checkbox"/> Ensure ice makers are draining properly</td> </tr> <tr> <td><input type="checkbox"/> Prop open doors on refrigerators and coolers</td> <td><input type="checkbox"/> UNPLUG refrigeration equipment and all other plug loads</td> </tr> </table> | <input type="checkbox"/> Remove all items from refrigerators and coolers | <input type="checkbox"/> Empty ice makers | <input type="checkbox"/> Clean and dry refrigerators and coolers | <input type="checkbox"/> Ensure ice makers are draining properly | <input type="checkbox"/> Prop open doors on refrigerators and coolers | <input type="checkbox"/> UNPLUG refrigeration equipment and all other plug loads |
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| <input type="checkbox"/> Clean and dry refrigerators and coolers | <input type="checkbox"/> Ensure ice makers are draining properly | | | | | | |
| <input type="checkbox"/> Prop open doors on refrigerators and coolers | <input type="checkbox"/> UNPLUG refrigeration equipment and all other plug loads | | | | | | |
| <input type="checkbox"/> | 5. Close and lock all exterior doors and windows. (gyms, field houses, bathrooms, concessions, etc.) | | | | | | |
| | ***NO doors or windows should be propped open for ANY reason. | | | | | | |

REMINDER

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