

Winter/Summer School Shutdown Checklist

Area/Building/Room # _____

Completed?			Checkpoint/Task	Performed by (Signature)
Yes	No	N/A		
<i>Science Rooms</i>				
			Main Gas Valve is shut off?	
			Are eye wash stations leaking or is paddle activated?	
			Is the water at sinks off/leaking? Prep Rooms?	
<i>Utilities/Custodial Rooms</i>				
			All water to non-essential areas turned off?	
			Any water leaks to report?	
			All gas shut-off valves closed to non-essential areas?	
			All portable heaters, power strips, refrigerators if not in use (prop doors open), and lights turned off?	
			All computers, monitors, printers and classroom projectors turned off?	
<i>Security</i>				
			All building/room windows and doors locked ?	
			All window shades closed?	
			All gates closed and locked?	
			All security systems (cameras, motion detectors, alarms) operable?	
			All valuable equipment (i.e., computers, copiers, projectors, etc.) secured?	
<i>Inspections</i>				
			Gutters, Roofs, and Roof Drains inspected and cleaned as necessary?	
			Emergency Lighting Operating Properly?	
			Emergency backup generators inspected and operable?	

			HVAC System (Furnace, Boiler, A/C system, Walk in Freezer/Cold storage,) operating and at temp?	
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<i>Inspections (cont.)</i>				
			Fire protection system inspection scheduled and conducted as necessary (check for trouble alarms)?	
			Facility use events have been communicated to and covered with site staff?	
			Outdoor/Indoor lighting inspected and replaced as necessary?	
<i>Communications</i>				
			Assigned staff emergency contact information is up to date?	
<i>Groundskeeping</i>				
			School grounds and parking lots clear of debris?	

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