

RockHill Schools  
Holiday/SummerEnergyShutdown  
Checklistfor Faculty& Staff



Lastday of schoolfollowing food service:

- ... CafeteriaManagers TurnOFFcafeterialights. TurnOFFandUNPLUGunnecessarykitchenandcafeteria equipment. Thismightincludeconvectioncookers,passthroughrefrigeratorsor holdingracks,computer equipment,rangehoods,dishwasherexhaustfans,milk cooleretc.

Lastday of schoolfollowing classes:

- ... Teachersand Staff– turn off all PC’slaptops,monitors,overheadprojectors,televitionsaudioequipment, printers,vcr’sanddvdplayers.
- ... Teachersand Staff– makesureall windowsanddoorsareclosed

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Facilities Services Staff Lastday of schoolfollowing classes:

- . . . SetHVACscheduleto “Holiday” settingon BAS.Adjustschedulefor exteriorlightingasneeded.
- . . . TurnindividuallycontrolledHVACunits in schoolbuildingsOFFasnecessary/Verifyhallwayunit heaterswith localthermostatsare set to 60 deg.F.heatingandare not runningwild.
- . . . All waterfountainsde energizedbr unplugged.
- . . . De energizegangbathroomexhaustfans.
- . . . TurnOFFleakingfaucets,urinalsor commodesat the valveunderneath.
- . . . TURNOFFcommonarealightsat switchwhere possible– hallways,restrooms,workrooms,closets,storage rooms,etc.
- . . . Verifythermostatsin mobileunits are set asfollows: 50 deg.F.heating,90 deg.F.cooling.
- . . . VerifyAthleticareasand Auditoriumareasare shut down. Lightsand manuallycontrolledexhaustfans.