

HVAC

- During the shutdown, maintenance employees should check for and repair duct leaks. Leaks can occur at transitions from hard ductwork to flexible ductwork as well as at the connection to the air device (diffuser, grille, etc.).
- Check air filters and replace if dirty. If your facility does not have an air filter replacement protocol, create one to check and change the filters every 3-6 months. Dirty air filters will reduce the total air being supplied, which means the cooling/heating mechanism in the unit will have to run longer to cool/heat the space or will not be able to keep up the cooling/heating load on the hottest/coldest days.
- Reset all thermostats in unoccupied areas to an unoccupied setback. This could be a maximum of 85 F for cooling and a minimum of 55 F for heating.
- Allow all units serving unoccupied spaces to cycle on and off with the internal load. The fan should be running only when there is a need for heating and cooling during unoccupied periods.

LIGHTING

- Turn off lights in all unoccupied areas, leaving on only security lighting.
- Consider replacing the security lights with LEDs. For example, there are LED replacement tubes that fit into existing T8 light fixtures. Confirm the type of fixture and availability of LED replacements compatible with that fixture. LEDs' superior lamp life, operational savings and dimmability can offset the higher initial cost.

VENTILATION

- Shut off ventilation air being supplied to unoccupied spaces. If the unit serves both occupied and unoccupied areas, do not shut it off. There are many ways that ventilation can be supplied in your facility, including a dedicated outside air system (DOAS), modulating outside air damper and fixed position outside air damper.
- Shut off general exhaust fans serving unoccupied spaces. If the exhaust fan serves both occupied and unoccupied areas, do not shut it off.
- When your facility kitchen is not being used, shut off all kitchen hoods and makeup air units serving them.

WATER

- Check the facility for leaks and repair any that are found.
- Check the GPM on the faucets and replace the aerators on the faucets with low-flow aerators. Use a maximum of 0.5 GPM for bathroom faucets.

MISCELLANEOUS

- Unplug all electronics not being used (e.g., TVs, projectors). While these electronics might be turned off, they can still use energy if plugged in.