



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

Facility Shutdown Covid Savings

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How to Organize and Implement a Successful Facility Shutdown



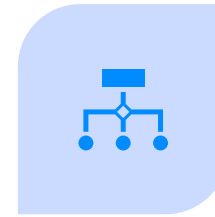
Prince William County
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CREATE THE
PLAN



ASK FOR
VOLUNTEERS



DISTRIBUTE &
EXPLAIN THE PLAN



SUPPORT THE
STAFF



MEASUREMENT
& VERIFICATION





Savings Opportunities to Take Advantage of Now



HVAC Scheduling
and Shutdown



Kitchen Equipment
Shutdown



General Building
Shutdown



Weekly Building
Checks



HVAC Scheduling and Shutdown



- Ensure proper OA Damper operation.
- Verify condensate drain pans and drain lines are free of obstruction.
- Shutdown all dedicated OA units in non-administrative zones.
- Shutdown boilers and pumps at non-dehum sites.
- Ensure bathroom and standalone exhaust fans are OFF.
- Pull all blinds up.
- Close all storage room, bathroom, and classroom doors.
- Set individual thermostats in non-administrative spaces to 82, Fan Auto and Cool.
- Set trailer/modular thermostats to 82, Fan Auto and Cool.
- Lower water heater thermostats and leave circulating pumps on.
- Turn off hallway/stairwell heaters.
- Verify that HVAC units (unit ventilators) are not blocked.
- Verify refrigerant leak detection system is not in alarm or trouble.
- Confirm cooling tower make-up water system/float is functioning.





Kitchen equipment shutdown



- Consolidate walk-in refrigeration, where possible, and turn OFF.
- Turn OFF, unplug, and leave open reach-in refrigeration.
- Turn OFF, unplug, and leave open ice makers.
- Turn OFF, unplug, and leave open milk boxes.
- Turn OFF, unplug, and leave open warmers.
- Turn OFF and unplug beverage dispensers.
- Turn OFF and unplug all small appliances.
- Turn OFF dishwasher booster heaters.
- Turn OFF exhaust fans and hoods.
- Turn OFF pilot lights.





General Building Shutdown

- Turn OFF and unplug TV's, VCR's, and DVD's, where a ladder is not needed.
- Turn OFF and unplug interactive boards, speakers, and printers.
- Turn OFF and unplug stereos and lamps.
- Unplug coffee pots, microwaves, and refrigerators that are empty.
- Verify all computers and monitors are OFF(not unplugged).
- Where possible, unplug water fountains.
- Check that all windows and exterior doors are closed and locked.
- Verify all interior lights are switched OFF.
- Set all parking lot and site lighting time clocks to summer hours.
- Turn off all electronic school marquees.



Please Note:

- We are not unplugging refrigerators that contain food or personal belongings. Only 'Empty' refrigerators may be unplugged.
- Aquariums and Hydroponics-Animals should appear to be well cared for (if not, let us know). Plant growing systems may be disconnected if it appears that the system is operating without water/poorly.



Weekly Building checks

- Each site will be visited one time a week by a Facilities Technician.
- IAQ will be monitored in 7 set areas as well as 7 random areas throughout each building.
- The 7 set areas are:
 - Administration
 - Auditoriums
 - Cafeterias
 - Gymnasiums
 - Kitchen
 - Libraries
 - Music
- Bathrooms, mechanical rooms, and cooling towers will be visited each time to check for leaks and proper mechanical operation.
- While in bathrooms and mechanical rooms: toilets, traps, and floor drains will be checked to ensure they are full and don't result in smells or insect infestations.

