



COVID-19 Modified Summer Shutdown Checklist

HVAC

- Ensure proper operation of OA Damper;
- Verify condensate drain pan and drain line 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 system 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; and
- Confirm cooling tower make-up water system/float is functioning.