



COVID-19 Modified Summer Shutdown Checklist

HVAC Weekly Building Checks

- **Record temperature and humidity values as well as HVAC status for each space below:**
 - **Make note of temperatures that are below 60 or above 80, or if humidity is between 58-65%.**
 - **Contact Building Automation immediately if temperatures are below 55 or above 85, or if humidity is above 65%.**
 - **Gymnasium/Activity Room;**
 - **Library;**
 - **Auditorium/Story Room;**
 - **Cafeteria;**
 - **Kitchen;**
 - **Music;**
 - **Administration; and**
 - **Select 7 additional rooms in different zones/areas of the building and record temperature, humidity, and HVAC status.**
- **Check for leaks, running water, exhaust fans, and proper mechanical operation when you visit the following spaces:**
 - **Kitchen;**
 - **Mechanical/Boiler Room;**
 - **Cooling Tower; and**
 - **Bathrooms. If you notice dry toilets, traps, floor drains, or strong smells, proceed to flush toilets, run sinks, and fill floor drains for a few seconds.**

