

# Summer Holiday Shutdown

## Checklist for school staff



### Last day of school for teachers

Appliances need to be cleaned out and unplugged. Unplug any lamps or decorative lighting and portable fans.

Turn off all computers, monitors, overhead projectors, televisions, and any other audio equipment.

Shops and Labs – turn off all electrical equipment, close tank valves.

Cafeteria-turn off all unnecessary equipment. Food items must be placed in appropriate storage containers. Turn off cafeteria lighting. Ensure there is nothing stored on stove tops.

Gymnasium – turn off all lights in the gym, change rooms and storage areas.

Classrooms – turn off all light switches in your area as you leave. This includes any storage areas, bathrooms and closets.

Make sure all windows are closed and locked and all window blinds closed.

### Security Tips

Relocate targeted items (Computers/Tablets, AV equipment, Sports/Musical equipment):

1. Out of portables
2. Away from heavy traffic areas where there will be limited access (including areas where 3rd party contractors are scheduled to work)
3. To a secure area – one that has a burglar alarm, screened windows, and/or motion detectors, if possible
4. Above the floor to reduce the chance of water damage.

### Last day of school for custodians

Arrange for additional garbage pick up before the end of June. Overflowing garbage bins have attracted arsonists.

Set HVAC schedules to holiday setting.

Turn off any leaking faucets (bathrooms and classrooms) and toilets/urinals.

Turn off common area lights where possible – corridors, washrooms, storage rooms, etc.

Turn off/unplug appliances in Staff room, dispose of any food not claimed.

Make sure all windows are closed and locked and all window blinds closed.

Close all fire doors.



5. Inventory lists should be updated for easy identification of any items that go missing for any reason over the summer months.
6. Lock all doors and windows – only active, supervised rooms should be unlocked while in use.
7. Close blinds – the sight of accessible target items is an invitation to thieves.
8. Personal property should be taken home for terms of absences.
9. Cash should not be stored on site over the summer. We recommend if you have any school cash on hand that it be deposited at your financial institution.