

Prepping Facilities for Holiday Closures

As the holiday season approaches, now is the time to start prepping for long term closures and any projects that can take place while students are not on campus. Below are a few reminders for projects that can be completed during the break and prior to students returning.

- **HVAC Vents/Filters**

- Use a damp cloth to remove dust buildup from the vents. If buildup is excessive, place a work order to have the vents thoroughly cleaned.
- Check to see if filters need to be replaced.
- Restart heaters and HVAC units a few days prior to the start of school. This will help with air circulation and remove unwanted smells.



- **Check Ceiling Tiles for Leaks**

- The fall and winter months lead to more inclement weather. Check for any stains on ceiling tiles which will indicate roof/ceiling leaks, as opposed to HVAC condensation line leaks.

- **Sediment Buildup in Water Systems**

- Sediment buildup may occur in faucets or drinking fountains during lengthy periods of time when not in use. This results in water that appears brown and often gives off a metallic taste.
- Any faucets/fountains that have been idle for an extended period of time should be flushed – be sure to use a bucket to collect the runoff (this water can be recycled to water plants!).

- **Large Scale Projects**

- With students off campus, now is the time to complete major projects including cleaning out storage areas, painting, carpet repair, waxing of tiled floors, changing window blinds, and replacing restroom utilities.
- Breaks also provide opportunities to conduct preventative maintenance on outdoor play equipment: loose-fill fall protection should be filled with additional material; lines on blacktops can be restriped; balls and other play equipment should be examined and replaced if necessary.

- **Returning From Break**

- Stretch and loosen up muscles before returning to work and performing strenuous activity that you are not used to performing. Many injuries occur during the first week of returning to work following a break, or upon doing a new strenuous task that you are not used to performing.
- All staff should review their work environment for hazards, safety concerns or malfunctions that may have occurred over the break and report promptly for correction.