

JABSOM KAKA'AKO GREEN DAYS

CHECKLIST FOR BUILDINGS BEING POWERED DOWN OR CLOSED (For Thanksgiving, Christmas, and New Year Holiday and Spring Break)

I. General Checklist

- Personal items and room surfaces, such as desks, shelves, and books should be:
 - wiped down with disinfectant dampened rag or disinfectant wipes;
 - sprayed with additional disinfectant, if mold growth is known to occur.The above areas should be allowed to air dry before building closure.

- Remove plants from the area. Wet soil and containers, such as wicker baskets, introduce moisture into the air and may promote fungal growth.

- Clean out old paper and cardboard products from your office. Paper and cardboard sequester huge amounts of moisture that promote fungal growth.

- Perishable foods, such as fruits, vegetables, and bread, should be removed from the building. Do not leave perishable items in building trash cans or in refrigerators that are being turned off or down.

- Aquariums and terrariums should be removed from the building and or decommissioned for the shut-down period as they are reservoirs of moisture for fungal growth.

II. Water Damage and Leakage

Department/Program Chair/Director Level

- In advance of the shutdown, departments should have building areas inspected for the presence of water-damaged ceiling tiles or observe any signs of water damage and water leakage. Findings of any problems should be reported to the Facilities Management Office via the On-Line Work Request System:
<http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79>

III. Electrical Device Checklist

Individual Level

- All electrical equipment and appliances – except phones - should be **unplugged** or turned off at the power strip or outlet, including but not limited to:
 - Refrigerators (remove all items, defrost (ensure water containment/collection while defrosting to avoid water damage to floors and carpets), and wipe down)
 - Microwave ovens
 - Coffee makers, toasters, etc.
 - Battery chargers
 - Computers
 - Printers, fax machines, copy machines
 - Network devices (routers, switches, hubs, etc.)
 - Clocks and radios