MĀNOA GREEN DAYS
CHECKLIST FOR BUILDINGS BEING POWERED DOWN OR CLOSED

I. General Checklist

☐ Personal items and room surfaces such as desks, shelves, books, etc. should be:
  ☐ wiped down with disinfectant dampened rag or disinfectant wipes; *(Available from your building’s janitors starting December 15, 2008)*
  ☐ sprayed with additional disinfectant if mold growth is known to reoccur;
  ☐ and allowed to air dry.

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

☐ Take the opportunity to clean out your office old paper and cardboard products (like those boxes of old journals you are always promising yourself you are going to read some day). Paper and cardboard sequester huge amounts of moisture that promote fungal growth.

☐ Perishable food such as fruits, vegetables, bread, etc., should be removed from the building (i.e. do not leave perishable items in 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 period as they are reservoirs of moisture that promote fungal growth.

II. Electrical Device Checklist

A. Dean/Director Level

☐ In advance of shutdown of electricity, departments should have building areas inspected for the presence of water-damaged ceiling tiles or observe any signs of water damage and water leakage and reported to the Campus Work Coordination Center at 956-7134.

C. Individual Level

☐ Office windows should be closed and secured.

☐ All electrical equipment – except phones - should be **unplugged** or turned off at the power strip.

  ☐ Refrigerators and Microwaves
  ☐ Coffee Makers
  ☐ Power Strips/Surge Protectors
  ☐ Computers
  ☐ Printers and Fax Machines
  ☐ Network Devices (i.e. routers, switches, hubs, etc.)
  ☐ Clocks and Radios
  ☐ Window Air conditioning units
  ☐ Battery Chargers