UNIVERSITY OF HAWAII AT HILO

FACULTY/STAFF CHECKLIST FOR BUILDINGS BEING POWERED DOWN OR CLOSED

CAMPUS CLOSURE

I. General Checklist

☐ Change outgoing voicemail messages to the following:
   “In accordance with the recently negotiated collective bargaining settlement and to receive energy savings to meet budget shortfalls, the University of Hawaii System offices will be closed during the following non-instructional period: “input all closure dates, including Saturdays and Sundays.” Please call back when we reopen for normal business hours on Monday, “date.” If this is an emergency, please call UH Hilo Campus Security at 974-7911.”

☐ 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 janitor(s) or call Auxiliary Services at extension 47369)
   ☐ 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 building closure, 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 Auxiliary Services via a Work Order Submittal: http://www.uhh.hawaii.edu/auxsvc/workorders/
b. **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
  - Personal Net Servers
  - Clocks and Radios
  - Window Air conditioning units
  - Battery Chargers