Taking the time to implement simple temporary shut-down measures can decrease potential hazards.

**WATER**
- Check drinking fountains, faucets, showers and toilets for leaks.
- Turn off automatic flushing systems.
- Ensure External faucets/water outlets are off and protected.
- Verify appropriate personnel are aware of water shut-off locations.
- Drain water from arcade games that use water.

**ELECTRICITY/GAS**
- Turn off and unplug unnecessary electrical appliances, computers, monitors, speakers, projectors, printers, free-standing heaters, video/arcade games.
- Turn off all kitchen equipment.
- Unplug any non-essential (unused) equipment.
- Unplug and/or trip the breakers on the pinsetters/pinspotters.
- Turn off any compressors, water heaters (at the breaker), and hot water boosters.
- Turn off unnecessary gas products—including pilot lights.

**BUILDING SECURITY**
- Check all windows and doors are closed and locked including any exterior buildings.
- Advise law enforcement of compliance and intended length of closure.
- Verify security cameras are working properly and battery backups are functioning.
- Ensure dumpster lids are closed and secured.

**MONITORING**
- Monitor weather reports and plan for possible extremes.
- Monitor CDC, DHS, state and local authorities for the most up-to-date information.
- Assign appropriate authorized personnel to make routine visits to facilities.
- Have a plan in place for water leaks, vandalism, etc.
- Ensure your security emergency contacts list is up to date.

**HVAC**
- Turn off automatic and manual exhaust fans and shut down unnecessary ventilation fans.
- Adjust HVAC time clocks according to required schedules.

**REFRIGERATION**
- Turn off or unplug drinking fountains with individual refrigeration units.
- Consolidate items from refrigerators and clean and unplug all others.
- Turn off any non-essential coolers (beer, soda, etc.).

**LIGHTING**
- Replace exterior and interior security lights that are out.
- Turn off display case lighting and all interior lights except exit/security lighting.

**MAINTENANCE**
- Lane Machine Storage- (See manufacturer recommended suggested procedures).

*This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinion relative to specific facts, matters, situations or issues. Members are encouraged to seek legal advice for their specific purposes.*