



Winter Break Shutdown Checklist for Classroom or Office Area

Teachers & Staff

16 Energy Saving Days Dec. 19 to Jan. 4, 2015

As the holiday season approaches, we are asking that before you leave for the break please take a moment to ensure that you leave your classroom or Office area prepared for the shutdown. Many Thanks and Happy Holidays!!!

School Name: _____	Room No. / Description: _____
Name(s): _____	

Before you leave on Friday, December 18th, scan completed checklists and email to utilities@slps.org. Contact Lisa G. Williams, Energy Manager at 314-215-7324, if you have any questions or comments.

Done			Energy and Water Saving Actions
Yes	No	N/A	
General Rule: UNPLUG EVERYTHING POSSIBLE.			
			All lights Turned OFF at switch in room (Do not use Occupancy sensors). Note: Christmas lights Unplugged.
			Personal Space Heaters and Fans all Turned OFF and Unplugged.
			Window Air Conditioning Units (A/C Units) are Turned OFF.
			Computers should be Turned OFF for the weekend. This means Powering Down the CPU. We do not recommend doing that through the week in case IT needs to do updates in an off hour timeframes.
			Ricoh copiers should Not be Turned OFF. They already go to a "sleep" mode which encourages power saving automatically.
			Individual Classroom Computers Monitors Turned OFF.
			Individual Computer printers (Non network), Speakers, Scanners and Chargers Turned OFF and Unplugged.
			Projectors and Document cameras Turned OFF and Unplugged.
			Smartboards Turned OFF and Unplugged.
			Music keyboards Turned OFF and Unplugged.
			Radio / CD players Turned OFF and Unplugged.
			DVD players Turned OFF and Unplugged.
			Pencil Sharpeners Unplugged.
			Empty, defrost, clean and Unplugged personal/ mini refrigerator(s).
			Nurse and Staff lounges refrigerators empty, defrost, clean but do not unplug. Turn down settings!! If applicable.
			Microwave oven Turned OFF and Unplugged.
			Coffee pots/ makers Turned OFF and Unplugged.
			All Other Personal Kitchen appliances (such as, can openers, toasters and etc.) Unplugged.
			All animals are Removed from premise. If No, Why/Where?
			Shut and Locked all windows and doors.
			Close blinds, curtains or shades (unless security issue).
			School Green Team and/or School Shutdown Coordinators consult with administration about school and community events in the building on the last day after school hours and during break. This is to ensure that the School and Facilities Team are working together to properly operate the building HVAC system when it is unoccupied.

Notes & Observations:			

Be wise & always ask permission before turning OFF or unplugging any appliances or power strips