



Department of Facilities Management
 2096 Gaither Road, Suite 200, Rockville, MD 20850
 Telephone 240-314-1090 | Fax 240-314-1037

School Energy Shut Down Checklist (Long Weekends)

Name of Checker:	School:
Date:	Time:

STATUS	DONE
Blinds Closed.	<input type="checkbox"/>
Office and classroom computers, printers, scanners, VCRs, etc. SHUT DOWN (no green lights). Exception: This does not apply to LAN servers and cafeteria computers.	<input type="checkbox"/>
Lights TURNED OFF in all unoccupied areas.	<input type="checkbox"/>
All other unnecessary equipment TURNED OFF.	<input type="checkbox"/>
All kitchen exhaust and ceiling fans TURNED OFF except when needed.	<input type="checkbox"/>
All home economic appliances TURNED OFF except refrigerators.	<input type="checkbox"/>
All exterior lights timed to turn off during daylight hours (where possible).	<input type="checkbox"/>
All classroom appliances without memory to be unplugged (chargers, cd players, coffee makers, etc.)	<input type="checkbox"/>
Check and report any water fixtures that leak or run water constantly.	<input type="checkbox"/>
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar.	<input type="checkbox"/>
<u>Notes/Observations:</u>	<input type="checkbox"/>

Pony/ fax ((240) 314-1037) completed form for credit towards a Great Energy Mgmt. Award