



Department of Facilities Management
 2096 Gaither Road, Suite 200. Rockville, MD 20850
 Telephone 240-314-1090 . Fax240-314-1037

School Energy Shut Down Checklist (Spring Break)

Name of Checker:	School:
Date:	Time:

****Please remember to keep computers plugged in and surge protectors turned on, MCPS may be updating your computers at this time.****

STATUS	DONE
Check thermostat set point: Maximum heating level, 70 degrees	
Blinds closed	
Lights TURNED OFF in unoccupied areas	
Office and classroom computers SHUT DOWN (no green lights) ** Exception: This does not apply to LAN servers and cafeteria computers	
All other unnecessary equipment TURNED OFF	
All kitchen exhaust and ceiling fans TURNED OFF except when needed	
All home economic appliances TURNED OFF except refrigerators	
All refrigerators cleaned out, unplugged and door propped open	
All exterior lights timed to turn off during daylight hours	
Check (and reset) all time clocks for security and parking lot lighting	
Check and report any water fixtures that leak or run water constantly	
All water fountains unplugged except one	
All classroom appliances without memory to be unplugged (chargers, cd players, coffee makers, etc.)	
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar	

Notes/Observations:

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