



Department of Facilities Management  
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 Telephone#: 240-314-1090 Fax#: 240-314-1037

## School Energy Shut Down Checklist (Winter 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
Carefully verify the accuracy of the School and Community Use (ICB) Schedule over the break. Some groups may not meet over the scheduled break. If there are no activities scheduled over the Winter break, please notify Energy Management to schedule the building as "Unoccupied" during this time	
All refrigerators, cleaned out, unplugged and door propped open	
All kitchen exhaust and ceiling fans TURNED OFF except when needed	
Check thermostat set point: Maximum heating level, 70 degrees	
All interior lights TURNED OFF in unoccupied areas	
Blinds closed	
Office and classroom computers SHUT DOWN (no green lights) <b>Exception: This does not apply to LAN servers and cafeteria computers</b>	
All other unnecessary equipment TURNED OFF	
All home economic appliances TURNED OFF including refrigerators (clean and empty before leaving to avoid safety/health hazard from possible spoiled food.)	
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	
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!***