



Department of Facilities Management
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School Energy Shut Down Checklist (Long Weekend)

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
Blinds Closed.	
Office and classroom computers, printers, scanners, VCRs, etc. SHUT DOWN (no green lights). Exception: This does not apply to LAN servers and cafeteria computers	
Lights TURNED OFF in all unoccupied areas	
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 exterior lights timed to turn off during daylight hours	
All classroom appliances without memory to be unplugged (chargers, cd players, coffee makers, etc.)	
Check and report any water fixtures that leak or run water constantly	
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar	
<u>Notes/Observations:</u>	
<u>REMEMBER</u> to Shut Down Computers in Computer Labs & Media Center	

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