



### School Energy and Recycling Team

Department of Facilities Management  
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## School Energy SHUTDOWN Checklist

Thanksgiving Break 2018 — Long Weekend

<b>Name of Checker:</b>	<b>School #:</b>	<b>School Name:</b>
<b>Date:</b>	<b>Time:</b>	

Please remember to keep computers plugged in and surge protectors turned on, MCPS may be updating your computers at this time.  
If you plan to submit this form electronically, use Windows Explorer as your browser. Chrome will not work.

STATUS	DONE
Blinds are 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 are TURNED OFF in all unoccupied areas	
All other unnecessary equipment is TURNED OFF	
All kitchen exhaust and ceiling fans are TURNED OFF except when needed	
All home economic appliances are TURNED OFF except refrigerators	
All exterior lights are 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 are closed and locked; dumpster lids are secured with locked gravity bar	
Notes/Observations:	

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