

Classroom & Office Conservation Check List

For School Breaks

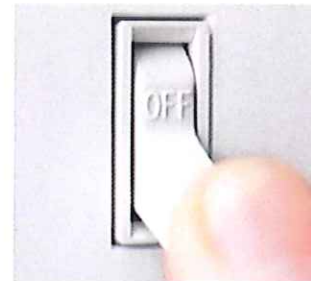
Heat:

- Vents: Prevent vents from being blocked. Keep materials off of vents and do not stack materials in front of them.
- Animals and Plants: Take plants and animals that require warmth or attention home with you.
- Space Heaters: If you have an authorized space heater, make sure it is unplugged. When left unattended these can pose a safety hazard.
- Windows and Doors: Make sure windows and doors are closed tightly
- Drapes and Blinds: Close drapes and blinds. To help reduce heat loss, turn blinds so that the underside of the blade faces you.
- Thermostat: Set temperature below 70 degrees. If you have a "smart thermostat" do not readjust temperature.



Lights:

- Lights: Turn off lights, including display or task lighting. Don't rely on occupancy sensors to turn off lights, turn off lights when you leave the room.



Water:

- Faucets: Make sure faucets are turned off tightly and do not drip. If they drip, tell the head custodian.

Electronics:

- Electronics and Appliances: Turn off and/ or unplug all unnecessary appliances (projectors, smart boards, copiers, computers, monitors, printers, scanners, TVs, VCRs, DVD players, radios, water coolers, etc.)

