

Winter Break Shutdown Checklist

for Schools & District buildings

Following these simple energy efficiency 'shut-down' procedures will yield utility savings for the District and allow funds to be redirected to meet academic needs.

Teachers / Administrative Staff

- ◇ Check to make sure that all unnecessary electrical appliances are turned off and unplugged. This includes copiers, printers, televisions, radios, water coolers, sound systems, space heaters, projectors, coffee makers, and task lighting.
- ◇ Personal refrigerators and/or shared staff refrigerators should be turned off, unplugged and doors propped open.
- ◇ Do not unplug or turn off computers.
- ◇ Check that all windows and doors are closed and locked.
- ◇ Open blinds to allow for warming (unless a security issue)
- ◇ Consolidate items from multiple refrigerators into one and clean out/unplug others.
- ◇ Turn the thermostats located inside the portable classrooms down to 55° F for the duration of the break.

LTT / LTE

- ◇ Check computer labs. Turn off and unplug monitors, speakers, projectors and printers.
- ◇ Do not unplug or turn off computers.

Kitchen Staff

- ◇ Check to see that all kitchen hoods are turned off.
- ◇ Unused refrigerators/milk coolers should be turned off, unplugged, and doors/lids propped open.

Building Manger

- ◇ Check all drinking fountains, faucets, showers, and toilets for water leaks.
- ◇ Check mechanical room for leaks or other abnormalities. Ensure that plumbing space heaters and heating tape are working.
- ◇ Check water meters after all staff/students have left the building to verify there is no movement of the meter due to water leaks.
- ◇ Turn off intercom and classroom bell systems.
- ◇ Check to see that all shop equipment is turned off and unplugged.
- ◇ Turn off all manual exhaust fans.
- ◇ If possible, unplug drinking fountains containing individual refrigeration units.
- ◇ Make a quick walkthrough of your building at the end of the last day of school to identify any potential problems.
- ◇ Turn off all interior lights except exit/security lighting.
- ◇ Unplug vending machines containing non-perishables (be sure to inform the vendor).
- ◇ Verify that all kilns and exhaust fans are turned off.
- ◇ Check to ensure that all doors and windows close, latch, and seal properly. Submit a work order for any faulty hardware.



Energy & Sustainability Department, Colorado Springs School