



Cortney Smith

Energy Specialist

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## Thanksgiving Holiday TEACHER Shutdown Checklist

TEACHER: \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*Teachers should ensure that the following items have been done before leaving for the day on Friday, November 17, 2017.

### Completed

\_\_\_\_\_ All computer equipment unplugged

\_\_\_\_\_ Printers & other office equipment unplugged

\_\_\_\_\_ **Refrigerators cleaned out & unplugged with the door left open - this includes the refrigerators in the Lounge!**  
(excludes Nurse and required Science refrigerators)

\_\_\_\_\_ Microwaves unplugged

\_\_\_\_\_ Fans, radios, stereos, TVs, Scentsy candles, and other electronics unplugged

\_\_\_\_\_ All lights turned off

\_\_\_\_\_ **Thermostat setback for the holiday period** (separate instructions for this can be found by following this link) [Thermostat holiday setback](#)

Ask for help if you are unsure about how to do this!! It's the biggest savings opportunity we have!)

**\*Please do not unplug alarm equipment in the buildings and portables.\***

Check off each item and turn in this list to your Principal before leaving the building. It is your responsibility to ensure that all items listed are off for your classroom/area.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Custodian Signature

\_\_\_\_\_  
Principal Signature