



Cortney Smith

Energy Specialist

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Christmas Holiday Teacher Shutdown Checklist

TEACHER: _____ DATE _____

***Teachers should ensure that the following items have been done before leaving for the day on Friday, December 22, 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