



robert.peugh@ectorcountvisd.org
kelly.buchanan@ectorcountvisd.org

Director Energy Management 432.456.0986
Energy Specialist 432.456.5974

Holiday Teacher Shutdown Checklist

TEACHER: _____ DATE: _____

*Teachers should ensure that the following items have been done before leaving for the day on Friday, November 20, 2020.

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.
(does not apply to Nurse's and required Science refrigerators)

_____ Microwaves unplugged

_____ Fans, radios, stereos, TVs, scent candles and other electronics unplugged

_____ All lights turned off

_____ SMART TV Shutdown Procedure (select campuses): Shutdown computer, Flip power switch under bottom of SMART Board, unplug from wall

_____ Please **DO NOT TURN THERMOSTAT OFF. Set thermostat to 55°F for the holiday period** to ensure pipes do not freeze. (separate instructions for this can be found by following this link: [Thermostat holiday setback](#)) Please ask for help if you are unsure about how to do this. It is the biggest savings opportunity we have!

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

It is no longer necessary to print this checklist, but it is your responsibility to ensure that all items listed are unplugged and thermostat set for your classroom/area.

Teacher Signature

Custodian Signature

Principal Signature