



**HCS School Energy Shutdown Checklist
(Long Weekends/Extended Breaks)**

School:	Principal Name & Contact Information:
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As we prepare for an extended break, we need to ensure our buildings are shut down in the most energy-efficient way	December Break 12/22/25-1/2/26	Spring Break 04/03 -04/10/26	MLK, Jr. Day 1/19/26	Makeup Day 1/16/26	Memorial Day 5/25/26
OPENGATE/Garrett devices powered off & unplugged.					
All TVs powered off & unplugged. All surge protectors unplugged.					
All lights in closets and restrooms powered off at the light switch.					
All classroom, gym, auditorium, commons, kitchen and various lights powered off at the switch.					
All copiers, printers, computers, monitors, task lighting and other small electrical items powered off.					
All household-type refrigerators and mini-fridges in Home Economics/other classrooms/other areas cleaned out, unplugged and the doors propped open.					
Check that all windows and doors to the outside are closed and locked.					
Custodian closet water turned off.					
Turn off all display case lighting.					
Check to see that all tools and equipment in the classrooms for STEM, Shop, Theater, etc. are powered off.					
All air purifiers are powered off/unplugged.					