



MCPS SAVINGS CHECKLIST PLEASE CHECK DAILY

- \$ Turn off classroom lights when not needed; use task lighting for teacher's desk.
- \$ Turn off lights in closet, storage and mechanical areas when not in use.
- \$ Turn off computer monitors when not in use.
- \$ Close doors and windows when heating or cooling system is operating.
- \$ Make sure computers, printers and copiers are off after school hours.
- \$ Close and lock windows; lower blinds for evening and weekends.
- \$ Open blinds daily to use natural daylight as needed.
- \$ If it is too hot or cold or ventilation is blocked, report it to Building Service Manager and measure room temperature.
- \$ If a faucet or any water source is leaking, report it to your Building Service Manager.
- \$ If the time clocks are not working properly, report it to the Building Service Manager. (Outside lights should only be on at night.)

Review your SERT Action Plan and learn how you can help get \$ for your school.

**Questions? Call (240)314-1090
www.greenschoolsfocus.org**



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- \$ Turn off lights in closet, storage and mechanical areas when not in use
- \$ Turn off computer monitors when not in use.
- \$ Close doors and windows when heating or cooling system is operating.
- \$ Make sure computers, printers and copiers are off as the building is being shut down.
- \$ Close and lock windows; lower blinds for evening and weekends.
- \$ Open blinds daily to use natural daylight as needed.
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