



Department of Facilities Management  
 2096 Gaither Road, Suite 200. Rockville, MD 20850  
 Telephone 240-314-1090 . Fax240-314-1037

## School Energy Shut Down Checklist (Spring Break)

Name of Checker:	School:	Date:	Time:
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STATUS	DONE
Check thermostat set point: Maximum heating level, 70 degrees.	
Blinds closed.	
Lights <b>TURNED OFF</b> in unoccupied areas.	
Office and classroom computers <b>SHUT DOWN</b> (no green lights). <b>Exception: This does not apply to LAN servers and cafeteria computers.</b>	
All other unnecessary equipment <b>TURNED OFF</b> .	
All kitchen exhaust and ceiling fans <b>TURNED OFF</b> except when needed.	
All home economic appliances <b>TURNED OFF</b> except refrigerators.	
All refrigerators cleaned out, unplugged and door propped open	
All exterior lights timed to turn off during daylight hours (where possible).	
Check (and reset) all time clocks for security and parking lot lighting.	
Check and report any water fixtures that leak or run water constantly.	
All water fountains unplugged except one	
All classroom appliances without memory to be unplugged (chargers, cd players, coffee makers, etc.)	
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar.	

**Notes/Observations:**

***Pony/ fax ((240) 314-1037) completed form for credit towards a Great Energy Mgmt. Award!***