



Department of Facilities Management
 2096 Gaither Road, Suite 200, Rockville, MD 20850
 Telephone 240.314.1090 . Fax 240.314.1037

School Energy Shut Down Checklist (Summer Break)

Name of Checker:	School:	Date:	Time:
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STATUS	DONE
Check thermostat set point: Maximum cooling level, 76 degrees	
Heating turned off on locally controlled units.	
Blinds closed.	
Lights TURNED OFF in unoccupied areas.	
Office and classroom computers SHUT DOWN (no green lights). Exception: This does not apply to LAN servers.	
All other unnecessary equipment TURNED OFF.	
All kitchen exhaust and ceiling fans TURNED OFF except when needed.	
All home economic appliances turned TURNED OFF including refrigerators (clean and empty before leaving to avoid safety/health hazard from possible spoiled food.)	
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 appliances without memory to be unplugged	
All animals and plants taken home/out of classrooms including fish aquariums	
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