



SERT FLASH

School Energy and Recycling Team

Energy Shutdown

Looking for a ways to save energy at your school, without even being there? Try completing [SERT's "SHUT DOWN Checklist"](#) any time there is an extended weekend or school break. Having overhead lighting, and electrical devices on for an extended period of time can waste natural resources, money, and may damage equipment prematurely.



If your school already completes this checklist for long weekends, SERT encourages you to do it every weekend to maximize your school's energy savings opportunities.

Does your schools have relocatable classrooms? Did you know the relocatable classrooms consume more energy to heat or cool the space? Please be sure that the temperature is set at the recommended set points (70 °F in winter & 76 °F in summer). Any deviation from the recommended set points must be reported to the building service manager. Complete the checklist for each of your relocatable classrooms.

In an effort to reduce paper consumption, please locate the "Save Form" button on the bottom of the checklist and save the file electronically. Once saved, please send the file(s) to SERT@mcpsmd.org.

Each school completes this building audit differently. Feel free to e-mail general questions to SERT@mcpsmd.org or ask your administrator if your school already has this process in place. Not only can these shutdowns help to reduce your school's carbon footprint, it can showcase another example of your school's commitment to environmental stewardship.

Contact SERT@mcpsmd.org with your conservation strategies so we can "Flash" your school!

		School Energy and Recycling Team Department of Facilities Management 45 W. Gude Drive, Suite 4000, Rockville, MD 20850 Telephone 240-314-1090 Fax 301-279-3005	
School Energy SHUT DOWN Checklist (Winter Break)			
Name of Checker:		School #:	School Name:
Date:		Time:	
<small>** Please remember to keep computers plugged in and surge protectors turned on, MCPS may be updating your computers at this time.**</small>			
STATUS			DONE
Carefully verify the accuracy of the School and Community Use (ICB) Schedule over the break. Some groups may not meet over the scheduled break. If there are no activities scheduled over the Winter break, please notify Energy Management to schedule the building as "Unoccupied" during this time			<input type="checkbox"/>
All refrigerators, cleaned out, unplugged and door propped open			<input type="checkbox"/>
All kitchen exhaust and ceiling fans TURNED OFF except when needed			<input type="checkbox"/>
Check thermostat set point: Maximum heating level, 70 degrees			<input type="checkbox"/>
All interior lights TURNED OFF in unoccupied areas			<input type="checkbox"/>
Blinds closed			<input type="checkbox"/>
Office and classroom computers SHUT DOWN (no green lights) Exception: This does not apply to LAN servers and cafeteria computers			<input type="checkbox"/>
All other unnecessary equipment TURNED OFF			<input type="checkbox"/>
All home economic appliances TURNED OFF including refrigerators (clean and empty before leaving to avoid safety/health hazard from possible spoiled food.)			<input type="checkbox"/>
Check (and reset) all time clocks for security and parking lot lighting			<input type="checkbox"/>
Check and report any water fixtures that leak or run water constantly			<input type="checkbox"/>
All water fountains unplugged except one			<input type="checkbox"/>
All classroom appliances without memory to be unplugged			<input type="checkbox"/>
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar			<input type="checkbox"/>
Note/Observation:			

Ponyfax (301-279-3005) completed form for credit towards a Great Energy Management Award.

Clear Form **Save Form** Print Form

MCPS

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