



Summer Break Classroom Shutdown Checklist

Please take some time before you leave for the summer to walkthrough your classroom and turn off / unplug the following items. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful summer!

Classrooms:

- Mini-Refrigerators cleaned out with door propped open and towel to absorb freezer thaw - Unplugged
- Desktop Computers / PCs / Monitors – Off
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Any other Electrical Devices – Unplugged
- Windows – Closed and Locked
- Remove any items from staff refrigerator, (Fridge will be emptied, unplugged and sanitized)