



## Winter Break Classroom Shutdown Checklist

Your classroom will be essentially vacant over the winter break. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Space heaters – Unplugged
- 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

**Staff Breakroom refrigerators and freezers will be unplugged and cleaned over the Winter break. Any items left in the refrigerator will be discarded including condiments. Please coordinate through your building's Administration if special arrangements are needed. Thank you for your cooperation.** Jay Harris, Executive Director of Operations