

Weekend Shutdown Checklist

School/Facility _____
Date of Check _____
Completed By _____

This Shutdown Checklist will help you and your colleagues reduce utility use at your school and contribute to your energy conservation campaign. Address each item below where needed. Feel free to make copies and spread the word to help others in your school community to save energy!

Energy:

- Lights off in unoccupied spaces (classroom, gym, cafeteria, office)
- Exterior lights off during the day
- Exterior doors and windows closed
- Unplug (not only power down) all electrical devices in classrooms and work areas that will not be used, including staff rooms and library
- Set thermostats to off or lowest temperature possible (kitchen dry storage should not exceed 75° F)
- Window coverings closed to block afternoon sun where needed
- For holidays: Inform district HVAC operations of building zones that will be shut down for holidays and the days they will be unused
- Check for drafts from windows and doors and put in work orders for weather stripping as needed
- Furniture should not block heating vents
- Electronics and servers located away from thermostats
- Thermostats not blocked or covered