

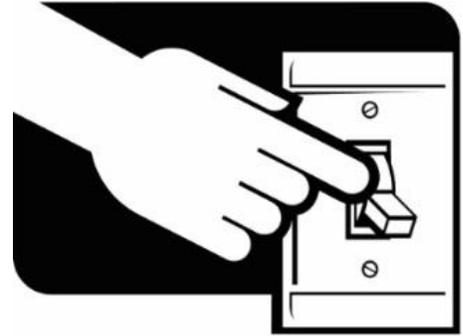


ENERGY SHUT DOWN CHECKLIST

Happy Holidays! Over the holiday break, please help the school save energy – and money – by doing a simple shutdown of your classrooms or office.

Before you leave for the day, please ensure that:

- Lights** are turned off at the switch (do not rely on sensors).
- Thermostats** are adjusted to use the least amount of energy that is practical.
- Blinds and curtains** are adjusted to save energy.
- Computer monitors** are turned off.
- Computers** in the classrooms, offices, and computer labs are shut down, not just in sleep mode.
- All other appliances and equipment** (non-networked printers, speakers, projectors, electronic white boards, etc.) are turned off. (Unplugging mini-refrigerators saves lots of energy, but remember to clean them out, leave the door open, and let them drain while they defrost to avoid mildew).



Post your completed checklist to the outside of your door to encourage other classrooms to shut down too!



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