



Kentucky Energy Efficiency
Program for Schools

Energy Conservation Shutdown Checklist (Winter/Spring Break)

Name: _____

School: _____

Date: _____

Time: _____

Shut Down Actions		Done
1.	Close all windows and blinds.	
2.	Turn off and unplug office and classroom computers, monitors, printers, scanners, etc. Servers may be an exception.	
3.	Turn off and unplug TVs, VCRs and any other non-essential classroom/office electronic equipment.	
4.	Turn off ALL interior lights in unoccupied areas.	
5.	Turn off ALL exhaust and/or ceiling fans, except in occupied areas.	
6.	Set ALL exterior lights to turn off during daylight hours.	
7.	Check and report any leakage of water fixtures.	
8.	Set thermostats to recommended levels (80-85° in summer and 55-60° in winter), or as designated by the district energy manager.	
9.	Turn off and unplug all personal appliances, such as coffee pots, radios, and refrigerators. Clean out refrigerators and leave the door open.	
10.	Unplug ALL chilled-water fountains, except in occupied areas.	

Notes/Observations: