



Kentucky Energy Efficiency
Program for Schools

Energy Conservation Shutdown Checklist (Summer 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.	Turn off and unplug ALL class specific appliances and equipment, including refrigerators. Clean out refrigerators and leave the door open.	
7.	Set ALL exterior lights to turn off during daylight hours.	
8.	Check and report any leakage of water fixtures.	
9.	Set-Back thermostats to 80-85° or as designated by the district energy manager.	
10.	Turn off and unplug all personal appliances, such as coffee pots, radios, and refrigerators.	
11.	Unplug ALL chilled-water fountains, except in occupied areas.	
12.	Unplug other unnecessary items such as water heaters and vending machines.	

Notes/Observations: