



# Holiday Classroom Shutdown Checklist

(Please tape this to your door when complete.)

Building: \_\_\_\_\_ Office/Room #: \_\_\_\_\_

## Turn off and/or \*UNPLUG the following:

\*If reasonably accessible, please unplug all equipment as below or that emits light/has a fan. Do NOT move furniture or crawl around on the floor to accomplish this. Turning off power strips is as good as unplugging.

Item	Off	Unplugged	N/A
Turn off/unplug classroom desktop computer/laptops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off monitors.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug teacher A/V cart.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug speakers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug non-network printers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug smart board.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off/set to energy saver mode non-networked copiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug TV's/radios/CD players.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug Lamps & fragrance warmers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unplug Laptop/IPAD carts.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All other electronic equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additionally:

Item	Off
Holiday lights/decorations etc.....	<input type="checkbox"/>
Faucets.....	<input type="checkbox"/>
Exhaust fans (ex: science vent hoods).....	<input type="checkbox"/>
Empty and unplug refrigerators with door propped open	<input type="checkbox"/>

**Energy Program  
Contact Information**

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Teacher's Signature

*Have a great holiday and  
Thank you for your help & support!*