Christmas Holiday Teacher Shutdown Checklist

TEACHER: ___________________________ DATE ___________

***Teachers should ensure that the following items have been done before leaving for the day on Friday, December 22, 2017.

Completed

__________ All computer equipment unplugged

__________ Printers & other office equipment unplugged

__________ Refrigerators cleaned out & unplugged with the door left open - this includes the refrigerators in the Lounge!
(excludes Nurse and required Science refrigerators)

__________ Microwaves unplugged

__________ Fans, radios, stereos, TVs, Scentsy candles, and other electronics unplugged

__________ All lights turned off

__________ Thermostat setback for the holiday period (separate instructions for this can be found by following this link) Thermostat holiday setback

Ask for help if you are unsure about how to do this!! It’s the biggest savings opportunity we have!!

*Please do not unplug alarm equipment in the buildings and portables.*

Check off each item and turn in this list to your Principal before leaving the building. It is your responsibility to ensure that all items listed are off for your classroom/area.

__________________________________________  __________________________________
Teacher Signature                                  Custodian Signature

__________________________________________
Principal Signature