Kentucky Energy Efficiency Program for Schools

Energy Conservation Shutdown Checklist
(Extended Weekend)

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 if necessary.	
6.	Turn off ALL home economic appliances except refrigerators.	
7.	Set ALL exterior lights to turn off during daylight hours.	
8.	Check and report any leakage of water fixtures.	
9.	Set thermostats to recommended levels (80-85° in summer and 55-60° in winter), or as designated by the district energy manager.	

Notes/Observations:

KPPC
Kentucky's Resource Center for Environmental Sustainability

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