



Shutdown Checklist for Classrooms



For all shutdown periods, please ensure that:

- **All computers** in the classroom are shut down
- **All monitors** are turned off
- All **computer** and **Smart Board speakers** are turned off
- **Non-networked printers** are turned off
- **Televisions and DVD players** are unplugged or power strip is turned off
- **Thermostats** are turned off
- **All personal refrigerators** are cleaned out, unplugged and propped open (Place a tray under the freezer if ice build-up is present.)
- Other appliances (**microwaves, coffee makers, etc.**) are unplugged
- **Electric hole punches, staplers and pencil sharpeners** are unplugged
- **Miscellaneous electrical devices** are unplugged. Also known as “*power vampires*,” these devices continuously draw electricity at all times. Examples: *cell phone chargers, stereos, boom boxes, paper shredders, speakers, video camera and battery chargers.*
- **Lights** are turned off at the switch (Do not rely on sensors)



IMPORTANT - *Unplug whatever you can **SAFELY** reach. **DO NOT** attempt to unplug any item that may put you in harm's way or potentially cause injury*

Thank you for conserving energy!

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*Every dollar saved for Students First:
every day, every school, every classroom*

