



Shutdown Items for Custodians



For all shutdown periods, please make sure that:

- All **gas** water heaters are **turned down to “low”**
- All **electric** water heaters are **turned off at the switch**, if possible
- Office equipment such as **electric pencil sharpeners and staplers, etc.** are unplugged
- Televisions, VCR and DVD players** in common areas are turned off.
- Your own **personal refrigerators** are cleaned out, unplugged and propped open (Place a tray under the door if there is ice build-up.)
- Other appliances (**microwaves, coffee makers, etc.**) are unplugged
- Miscellaneous **electrical devices** are unplugged. Also known as “power *vampires*,” these devices draw electricity at all times. Examples include cell phone chargers, paper shredders, video camera and battery chargers, and night lights. **Do not unplug walkie-talkies.**
- Lights** are turned off at the switch in **classrooms, hallways, custodial, storage and electrical rooms**. Do not rely on sensors.

IMPORTANT – Do not unplug computers or turn off power strips that have computers plugged into them. Unplug only what you can **SAFELY** reach.

Thank you for conserving energy!

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

