

HAPPY THANKS —GIVING—

Admin and Staff

Before you leave for the long weekend, please prepare your area for the Energy Management Program Shutdown.

Caution and common sense should be used where potential facility damage could result from implementation of these conservation procedures. Remember that some items need to be left on to ensure security, proper start-up, or to avoid memory loss; this list does not supersede any procedures that are in place to ensure proper functionality of equipment or facilities within the school. If you have any questions about these procedures, please contact us.

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This is an excellent energy savings opportunity for Prince William County Public Schools! Since July 2012, with your help, we have been able to save the Division over \$5 million annually!

Shutdown Checklist

- ✓ Turn off all computers, monitors, speakers, printers, projectors, interactive whiteboards, and copiers.
- ✓ Clean out and unplug small refrigerators, microwaves, coffee makers, and other small appliances that can be unplugged without damage.
- ✓ Where possible, unplug TVs, VCRs, DVD players, and any other electronics.
- ✓ Where possible, set individual thermostats to 60 degrees, AUTO, and heating.
- ✓ Close windows and blinds.
- ✓ Last out, lights off.



**ENERGY &
SUSTAINABILITY**

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Prince William County Public Schools



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