

## Energy Management Summer Shutdown

Staff Member \_\_\_\_\_

Room/Trailer # \_\_\_\_\_

	YES	NO
TV's, VCR's, DVD's, <b>OFF</b> and <b>unplugged</b> .		
Interactive boards, speakers, printers <b>OFF</b> and <b>unplugged</b> .		
Stereos and lamps <b>OFF</b> and <b>unplugged</b> .		
Computer monitors and projectors <b>OFF</b> .		
Lights <b>OFF</b> .		
Exhaust fans/hoods <b>OFF</b> .		
All unnecessary equipment <b>OFF</b> .		
Close storage room and bathroom doors.		
Close and lock windows. Leave blinds all the way up and open.		
Adjustable thermostats fan set to "Auto", system to "Cool", and 85.		
Clean out, unplug, and take home personal appliances.		

Please make a list of the following and report to your building engineer or custodial manager:

Leaking water

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Drafty doors and windows

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**\*Please do NOT prop open exterior doors when entering or exiting the building.\***

**Thank you and enjoy your well-deserved summer break!**