

WINTER is COMING

Custodial Staff

Before you leave for the two week break, 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.

energymanagement@pwcs.edu

pwcs.edu/energyandsustainability

Winter break is a wonderful 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 interior facility lights; double-check that lights are off in classrooms and offices.
- ✓ Shut outside doors and windows, close blinds; double-check doors, windows, and blinds in classrooms and offices.
- ✓ Unplug break room appliances (microwaves, coffee makers, toasters, etc.).
- ✓ Power down computers, monitors, printers, and copiers.
- ✓ Prop open bathroom doors and open cabinet doors with plumbing access.
- ✓ Turn off all running water.

