

WINTER is COMING

Kitchen 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

- ✓ Where possible, consolidate contents of reach-in refrigerator to walk-in, and unplug.
- ✓ Do not consolidate if unable to unplug reach-in.
- ✓ Turn off and unplug microwaves, coffee makers, and other small appliances.
- ✓ Empty and unplug all milk boxes and beverage dispensers.
- ✓ Turn off all exhaust fans, hoods, and kitchen and office lights.
- ✓ Turn off monitors, speakers, and printers*.
- ✓ Turn off all running water.
- ✓ Turn off dishwasher booster heaters.

*Leave computers on for IT system maintenance

 **ENERGY & SUSTAINABILITY**
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