



Spring Break Classroom Shutdown Checklist

Your classroom will be essentially vacant over spring break. Please take a moment before you leave to walkthrough your classroom and turn off / unplug the following items in your classroom. Turning these items off will capture a surprisingly large amount of energy savings. Thank you for your participation and have a wonderful break!

Classrooms:

- Desktop Computers / PCs / Monitors – Off
- Classroom Lights - Off
- All Smart Boards / DVD players / Projectors / TVs - Off
- All Lamps / Desk Fans / Radios / Etc. – Off
- Keurig / Coffee pots – Unplugged
- Scentsy Heated Candles - Unplugged
- All hot plates - Off
- Space heaters – Unplugged
- Windows Closed and locked