

District Energy Setback Checklist 2019

BUILDING/SCHOOL _____ CLASSROOM# _____ DATE _____

THERMOSTATS- TURNED OFF OR SET TO UNOCCUPIED **85** DEGREES YES__ NO__

LIGHTS-OFF YES__ NO__

COMPUTERS & MONITORS **OFF, DO NOT UNPLUG UNTIL IT IMAGING** YES__ NO__

COPYING MACHINES-OFF YES__ NO__

PA SYSTEMS/STAGE AND SOUND SYSTEMS - OFF YES__ NO__

POWER STRIPS- OFF OR OFF UNPLUGGED YES__ NO__

CEILING FANS/FANS- OFF UNPLUGGED YES__ NO__

TV's, DVD's, & VCR's- OFF UNPLUGGED YES__ NO__

SPEAKERs, RADIO's, STEREOs- OFF UNPLUGGED YES__ NO__

CLOCKs, PENCIL SHARPENERs, ANY OTHER EQUIPMENT- OFF UNPLUGGED YES__ NO__

LAMPs-SINGLE LIGHTs-OFF UNPLUGGED YES__ NO__

POWER CARTS- OFF UNPLUGGED YES__ NO__

CLASSROOM/FACULTY REFRIGERATORS – OFF UNPLUGGED DOORs OPENED YES__ NO__

MICROWAVES/TOASTER OVENs-OFF UNPLUGGED YES__ NO__

KITCHEN REFRIGERATOR's (if not in use) –OFF UNPLUGGED, Walk-ins consolidate. YES__ NO__

SCANNERs, FAX MACHINEs, SMART BOARDS –OFF (UNLESS A MAIN/CST OFFICE) YES__ NO__

PRINTERS, Computers, Monitors-OFF (AFTER IMAGING- Power Strips off) YES__ NO__

SHADEs- CLOSED/SHUT (ALL PERSONAL PLANTS TAKEN HOME) YES__ NO__

WINDOWS & DOORS-CLOSED AND LOCKED IF EXTERIOR YES__ NO__

SMART BOARDS,-OFF UNPLUGGED YES__ NO__

OVERHEAD PROJECTORs/AV EQUIPMENT-OFF YES__ NO__

FACULTY ROOM COPIERS, LAMINATORS, OTHER EQUIPMENT-OFF YES__ NO__

ALL EQUIPMENT NOT TO BE UTILIZED-OFF AND UNPLUGGED YES__ NO__

ANY FANS, HEATERS, AIR PURIFERS (PERSONAL) –TAKEN HOME, DISTRICTs-OFF YES__ NO__

Completed by classroom Teacher or Staff member _____ Supervisor/Principal Sign Off _____

NOTE: CONSOLIDATE PET OR FISH FOOD IN 1 REFRIGERATOR PER SCHOOL ALL OTHERS TURN OFF! Consolidate or take home condiments.

Do not tape to your door but to your blackboard or near your desk. In Sept you may remove if still there. Farewell Great EHT Teachers & support staff I wish you well! GOOD LUCK GOD BLESS GO IRISH! The EX- ENERGY GUY!