



School Energy and Recycling Team

Department of Facilities Management
45 W. Gude Drive, Suite 4000, Rockville, MD 20850
Telephone 240-314-1090 | Fax 301-279-3005 | Email: SERT@mcpsmd.org



School Energy SHUTDOWN Checklist Spring Break

Name of Checker:	School #:	School Name:
Date:	Time:	

Please remember to keep computers plugged in and surge protectors turned on, MCPS may be updating your computers at this time.
If you plan to submit this form electronically, use Windows Explorer as your browser. Chrome will not work.

STATUS	DONE
Check thermostat set point: Maximum cooling level, 76 degrees	
Heating turned off on locally controlled units	
Blinds closed	
Lights TURNED OFF in unoccupied areas	
Office and classroom computers SHUT DOWN (no green lights) Exception: This does not apply to LAN servers and cafeteria computers	
All other unnecessary equipment TURNED OFF	
All kitchen exhaust and ceiling fans TURNED OFF except when needed	
All home economic appliances TURNED OFF including refrigerators (clean and empty before leaving to avoid safety/health hazard from possible spoiled food)	
All refrigerators cleaned out, unplugged and door propped open	
All exterior lights timed to turn off during daylight hours	
Check (and reset) all time clocks for security and parking lot lighting	
Check and report any water fixtures that leak or run water constantly	
All water fountains unplugged except one	
All appliances without memory to be unplugged	
All animals and plants taken home/out of classrooms including fish aquariums	
Place additional paper recycling bins throughout the school for locker and classroom clean outs	
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar	
Place Maximo work orders for additional paper pick-ups when necessary	
Note/Observation:	

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