



Shutdown Checklist for Breaks & Summer (for Staff)*

Lighting

- Turn off all lights in your area, including display and task lighting.
- Be sure that lights in closets, storage areas, and back rooms are off.
- If you work through summer break, only turn on lights in the area you are actively working in. Remember to turn off all lights when you leave space.

Personal Appliances

- Empty ALL food refrigerators, including those in classrooms, staff lounges, health centers, home economics rooms, etc. Be sure to unplug them and leave the doors open.
- Unplug any heaters, fans, printers, copiers, scanners, speakers, and other electronic devices.
- Turn off computers and monitors. If your computer turns on automatically, be sure that this feature is disabled during breaks.

Water

- Turn off all water faucets tightly. Report any leaks to your head custodian.

Building Envelope

- Shut all windows and doors.
- Close all blinds and drapes to keep building temperature regulated.

Garbage & Recycling

- Remember to recycle as you shut down rooms. Paper (mixed, file folders, post-its, etc.), cardboard, plastic jugs, metal cans, and glass bottles can all be recycled.

* Thank you to the Kent School District Resource Conservation Program and the Federal Way Resource Conservation Manager for references to compile this list.