



Shutdown Checklist for Breaks & Summer

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 the break, only turn on lights in the area you are actively working in. Remember to turn off all lights when you leave.

Appliances & Equipment

- ☐ Empty residential-style food refrigerators (including those in classrooms, staff lounges, health centers, home economics rooms, and so on) *if they will be unused for 4 weeks or more*. Be sure to unplug them and leave the doors open.
(Note that separate instructions will be given for cafeteria kitchen equipment)
- ☐ Unplug any heaters, fans, speakers, personal printers/copiers/scanners, and other electronic devices. *Do not unplug networked printers/copiers/scanners.*
- ☐ Leave computers and network cables plugged in. Close all programs running on computers and “log off”. Turn off computer *monitors* only.
- ☐ Turn off classroom projectors by pressing the power off button twice on the remote control.

Water

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

Heating & Cooling

- ☐ Heating, ventilation, and cooling is limited during breaks so take home food, plants, and pets.
- ☐ Shut all windows and doors.
- ☐ Close all blinds and drapes to keep building temperature regulated.

Garbage & Recycling

- ☐ Remember to put recyclable and compostable materials into the corresponding containers as you shut down rooms. For a complete list of “what-goes-where”, go to www.seattle.gov/util/MyServices/LookItUpWhatsAccepted/

This document is available online at <http://bit.ly/sps-conservation>.

