

## Conservation Checklist for Extended Breaks



School breaks of three days or more are conservation opportunities for district facilities. Empty buildings are costly to operate. Please help to minimize energy use by taking a few moments to properly close down your work space:

### **In offices, classrooms, shops and labs:**

- Unblock any covered air vents or heat registers
- Unplug chargers for cell phones or laptops
- Turn off copiers, shredders, and other office equipment
- Switch off or unplug all equipment carts and district televisions
- Switch off or unplug all personal electric appliances such as, radios, task lights, water coolers, or space heaters
- Switch off display case and decorative lighting
- Turn off any dripping water faucets and remember to report leaks to your head custodian
- Check to be sure that lights are off in storage rooms, concession areas, student stores and other overlooked areas
- If you have a thermostat, turn it to “Continuous Unoccupied” mode or to OFF position (not temporary override)
- Close blinds and curtains
- Turn off all overhead lights