



Conservation Checklist for Extended Breaks

STAFF

School breaks of three days or more are considered 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:

- Make sure all heating vents and registers are unobstructed.
- If you are responsible for your own thermostat, manually place it in “Continuous Unoccupied” mode or to OFF position (not temporary override).
- Turn off all computers, monitors, speakers and printers.
- Turn off copiers, shredders, and any other unnecessary office equipment.
- Check to make sure all personal electric appliances are off and unplugged (TVs, radios, task lights, water coolers, space heaters, compressors, etc.).
- Switch off display case and decorative lighting.
- Check water faucets in your classrooms, workrooms, and break rooms to make sure they are turned off tightly. Report any leaks to your head custodian.
- Close blinds and curtains to reduce heat loss.
- Turn off all overhead lights.

Common areas and halls:

- Turn off shared computer equipment and other electronics.
- If possible, consider consolidating items from multiple refrigerators into one, and turn the others off.
- Turn off all overhead lights.
- Don't forget storage rooms, concession areas and student stores.



Thank you for your conservation efforts!