

Classroom Power Down Checklist

Daily

- Close doors, windows and blinds/shades.
- Turn off lights, ceiling fans and decorations.
- Turn off TVs, radios, DVD players, etc.
- Turn off computers, monitors, speakers and printers.
- Turn off document cameras (Elmo), overheads and projectors.
- Turn off interactive whiteboards (SMART Board, Promethean ActivBoard, etc.).
- Turn off lamps and personal appliances (coffee makers, fans, space heaters, etc.).
- Turn off bathroom exhaust fan.

Short breaks

- Unplug TVs, radios, DVD players, etc.
- Unplug computers, monitors, speakers and printers.
- Unplug document cameras, projectors and interactive whiteboards.
- Unplug personal appliances (coffee makers, fans, space heaters, etc.).
- Unplug lamps (floor, desk, etc.), air fresheners and decorations (such as string lights).
- Unplug chargers (cellphones, laptops, etc.).
- Unplug electric pencil sharpeners and staplers.

Extended breaks

- Unplug clocks.
- Empty, defrost and unplug personal refrigerators.
- Remove perishable items from the classroom.

Common Areas Power Down Checklist

Daily

- Close doors, windows and blinds/shades.
- Turn off lights, ceiling fans, air fresheners and decorations.
- Turn off computers, printers, copiers and laminators.
- Turn off media equipment and audio systems (excluding PA system needed for emergencies).
- Turn off small appliances (microwaves, coffee makers, toasters, etc.).
- Turn off exhaust fans (excluding high humidity spaces and electrical rooms).

Short breaks

- Unplug computers, printers, copiers and laminators.
- Unplug small appliances (microwaves, coffee makers, toasters, etc.).
- Unplug lamps, air fresheners and decorations.

Extended breaks

- Unplug clocks.
- Unplug vending machines that do not require refrigeration.
- Empty, defrost and unplug nonessential refrigerators.