

Bartholomew Consolidated School Corporation
Energy Management Program
Lead Custodian
Summer Shutdown Audit Form

Please review this checklist and implement the following guidelines. Please note any barriers to implementation as you work through the process. If you think I should add something to this list please let me know. It is important to remember that when you implement these guidelines you must use common sense. Summer school activities or your regular summer cleaning activities can impact your ability to fully implement this request.

General rule: UNPLUG EVERYTHING POSSIBLE.

- Empty refrigerators.
- Turn off ALL refrigerators inside unit (no need to unplug). (Except food service)
- Soda pop machines and coolers should be turned off and unplugged for the summer in unoccupied areas of the buildings.
- Unplugged electric devices:
 - Microwave ovens, coffee pots, other kitchen appliances (check secondary school food prep or home economics type classrooms)
 - Mini refrigerators (If units are left on in classrooms please tell me which rooms and I will work with the principal to remedy the situation for the next break.)
 - Televisions, DVD and VCR players
 - Computer equipment, including **printers (including network printers), speakers**, scanners, chargers, etc. (Leave CPU's plugged in during the break)
 - Projectors
 - Document cameras
 - Music keyboards,
 - Radios/CD players
 - Smartboards

Turn off but do not unplug these devices

- Office equipment such as:
 - copiers,
 - chargers for radios
 - ???
- In the kitchen, move milk and ice cream out of displays and unplug ice cream and milk boxes, unplug chilled display cases.

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- Turn off outside lighting, except where needed for security. (We have control of most of the outdoor lighting. However, this is a great time to check the status of your mechanical timers if they are in use in your building.)
- When you are done cleaning, the cafeteria is closed and student activities in the building are finished for the summer turn off water heaters and circulating pumps. (High schools may never be able to do this.)

Thanks for your support of our Energy Management Program!

