

Bartholomew Consolidated School Corporation
Energy Management Program
Classrooms/Offices
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 I overlooked something please let me know.

General rule: UNPLUG EVERYTHING POSSIBLE.

- Empty refrigerators in lounges and break rooms.
- Turn off ALL refrigerators inside unit (no need to unplug). (Except food service and Family & Consumer Science Classrooms and break rooms used during the summer.)
- Unplugged electric devices:
 - Microwave ovens, coffee pots, other kitchen appliances (please take them home.)
 - Mini refrigerators (REMOVE FROM BUILDING.)
 - 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
 - ???

Thanks for your support of our Energy Management Program!

