

Schools Energy Program.



End-of-Week Shutdown Checklist.

This checklist can be used as a guide to check that appliances and equipment are **turned off** so they are not wasting energy over the **weekend**. This checklist can be printed and given to key staff and also placed on the wall at the exits, to help form the habit of **shutting down** prior to the **weekend**. Use the blank spaces to write in any additional items or areas relative to your school.

You can also **involve your students** in the process of reducing energy waste at the school by allowing them to assist. Doing so is a **beneficial behaviour change activity** that can effect real savings both **at school and home**.

ACTIONS	RESPONSIBLE	✓
LIGHTING		
Turn OFF all classroom, staff room & hall/performing arts/gym lighting		
Check instructions to cleaners to ensure any used lights and AC are turned OFF		
Turn OFF any cafeteria or lunch room lighting and wall plugs		
If security lighting is needed, ensure timers are set to summer night times		
HEATING		
Check temperature settings of heating units are set at 19-21°C		
Walk around the school to check to ensure all heating units are turned OFF		
Ensure all instantaneous (ZIP) hot water heaters are turned OFF – either at wall plug or as per programmable features		
Where possible, turn off storage electric hot water heaters at meter board		
AIR CONDITIONING		
Walk around the school to check to ensure all AC units are turned OFF		
Check temperature settings of AC units for cooling are set at 23-25°C		
COMPUTERS		
Ensure all computers are shutdown in computer labs and charging trolleys have been set to standby		
Shutdown all other computers and screens at the wall plug		
OTHER		
Ensure any weekend users of the school facilities abide by shut down requirements		
Ensure all non-essential equipment is switched off at the wall plug		

Date completed: / /

