

# Schools Energy Program.



## Overnight 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 overnight**. 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 overnight**. 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	✓
<b>LIGHTING</b>		
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		
<b>HEATING</b>		
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) heaters are turned OFF – consider 7 day timers or programming (if capable)		
<b>AIR CONDITIONING</b>		
Walk around the school to check to ensure all AC Units are turned OFF		
Check temperature settings of AC for cooling are set at 23-25°C		
<b>COMPUTERS</b>		
Ensure all computers have been shut down at the wall plug		
<b>OTHER</b>		
Ensure all non-essential equipment is switched off at the wall plug		

Date completed:     /     /

