

Schools Energy Program.



Holiday Shutdown Checklist.

This checklist can be used as a guide to ensure that appliances and equipment are **turned off** so they are not wasting energy over the **holidays**. This checklist can be printed and given to key staff to be undertaken on the last day of school term. Use the blank spaces to write in any additional items or areas relative to your school.

ACTIONS	RESPONSIBLE	✓
LIGHTING		
Turn OFF all classroom, staff room & hall/performing arts/gym lighting		
If security lighting is needed, ensure timers are set to relevant night times		
If no security lighting is needed, turn timers OFF for holidays		
HEATING & STORAGE ELECTRIC HOT WATER		
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		
Check the condition of storage electric hot water heaters for leaks and signs of deterioration. Report any issues for maintenance		
AIR CONDITIONING		
Walk around the school to check to ensure all AC units are turned OFF		
Check that automatic timers for AC units are turned OFF		
Take a note of the number and location of all AC units – check off on a facilities plan		
Check with IT support staff and turn off AC units in server rooms (if applicable)		
REFRIGERATION		
Ensure all food is removed from refrigeration (eg staffroom, home economics, trade training) and check that refrigeration is turned OFF and doors left ajar		
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		

Date completed: / /

