PLEASE GIVE TO YOUR OFFICE MANAGER. THANKS!

Spring Break Shutdown Checklist

School:	Teacher and Room #:	Date:	
Unplug, defrost, clea	n and leave refrigerator door open		
Unplug personal clas	sroom printer (Not district printers)		
Unplug doc-u-cams/projectors (after it has cooled down)		·	
Unplug Televisions a	nd AVer TV's, microwaves, coffee pots, etc.		
Unplug any other de	vice, (sharpener, clocks, etc.)		
Close your blinds or	shades		
Take your animals ho	ome if possible		
Unplug lamps and ca	andles		
Turn off monitors if a	able to		
PLEASE UNPLUG ALL MOBILE CARTS (I-pads and laptops)			
PLEASE UNPLUG COM	MPUTERS!!!		
	YOUR COOPERATION AND SUPPORT AND HA	AVE A FANTASTIC SPRING BREAK!!	
Michele Laskero – <u>er</u>	nergy@psusd.us		
Michele Laskero – <u>en</u> School:	PLEASE GIVE TO YOUR OFFICE Spring Break Shutdown Teacher and Room #:		
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THANK YOU ALL FOR YOUR COOPERATION AND SUPPORT AND HAVE A FANTASTIC SPRING BREAK!! Michele Laskero – energy@psusd.us