

PLEASE GIVE TO YOUR OFFICE MANAGER. THANKS!

Spring Break Shutdown Checklist

School: _____ Teacher and Room #: _____ Date: _____

- Unplug, defrost, clean and leave refrigerator door open _____
- Unplug personal classroom printer (Not district printers) _____
- Unplug doc-u-cams/projectors (after it has cooled down) _____
- Unplug Televisions and AVer TV's, microwaves, coffee pots, etc. _____
- Unplug any other device, (sharpener, clocks, etc.) _____
- Close your blinds or shades _____
- Take your animals home if possible _____
- Unplug lamps and candles _____
- Turn off monitors if able to _____
- PLEASE UNPLUG ALL MOBILE CARTS (I-pads and laptops) _____
- PLEASE UNPLUG COMPUTERS!!! _____

THANK YOU ALL FOR YOUR COOPERATION AND SUPPORT AND HAVE A FANTASTIC SPRING BREAK!!

Michele Laskero – energy@psusd.us

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