

Winter Shutdown Checklist

Turn down
the heat

Pull the
plug
(Beware of
Phantom
Loads!)

Close any
windows
and blinds

Have a
wonderful
break!

Turn of all
the lights

Winter Holiday Energy Saving Initiative

1 Lighting

- Turn off all overhead lighting, including hallways, break rooms, and restrooms.
*Only exit and security lights should remain on.
- Turn off all display case lighting.
- Turn off AND unplug all desk lamps and task lighting.
 - Turn off all ceiling fans.

2 Electricity

- Make sure that all unnecessary electrical appliances are turned off AND unplugged including:
 - Copiers
 - Computers
 - Printers
 - Televisions
 - Coffee makers
 - Monitors
 - Speakers
 - DVD players
 - Radios
 - Water coolers
 - Sound systems
 - Microwaves
 - Personal heaters
 - Projectors
 - Printers
- Beware of Phantom Loads! Electricity is still consumed by an electronic device that is plugged in even through it is turned off or in standby mode
*If a computer must be left on for remote access, turn off AND unplug the monitor.

3 Refrigeration

- Consolidate items from multiple refrigerators into one and clean out/unplug others.
*Refrigerators used for research purposes are a notable exception.
- Mini- refrigerators not in use should be turned off AND unplugged.

4 Water

- Check all drinking fountains, faucets, showers, and toilets for water leaks.
*Notify Facility Management if you see any leaks.

5 HVAC

- Facility Management will change monitored areas to optimal temperature settings for energy conservation with exceptions for designated research labs and Winter Intercession classrooms. Please, do not adjust settings without contacting Facility Management and the Office of Sustainability
- Check to see that all compressors used in auto, wood, or other shops are turned off.

