



FLEMING COUNTY SCHOOL DISTRICT



ENERGY CONSERVATION-SUMMER SHUTDOWN

SCHOOL/FACILITY:	PERIOD:	DATE:
PERSON COMPLETING FORM	PRINCIPAL:	

RECOMMENDATIONS	FLEMING COUNTY PANTHERS	CHECKED BY:	DATE:
1	Turn off ALL non-essential computers, monitors, smartboards, printers, copiers, scanners, and other peripherals		
2	Turn off and unplug TVs, DVDs, and VCRs, and all other non-essential classroom/office electronic equipment		
3	Verify all other classroom appliances (ovens, microwaves, coffee pots, radios, etc) are shut off and unplugged		
4	Verify that projectors are off		
5	Verify that the public address system is turned off		
6	Turn off or unplug all window air-conditioners and space heaters		
7	Turn off all interior lights in unoccupied areas		
8	Teachers/staff should remove all personal appliances such as classroom refrigerators, coffee pots, etc. unless approved by district energy team		
9	Make sure all windows are closed and locked and all blinds/shades are pulled down to prevent solar heat gain during the summer cooling months		
10	Turn off all lighting in display or trophy cases.		
11	Unplug all vending machines not containing perishable items		
12	Unplug or turn off all refrigerated water drinking fountains		
13	Set timers to turn off all exterior lights during daylight hours or manually turn them off each day		
14	Set thermostats to recommended levels of 78-80 degrees or higher during summer unoccupied months		
15	Shutdown, empty, and unplug any <u>ICE Machines</u> that will not be needed during the summer		
16	All unnecessary kitchen equipment turned off and unplugged		
17	Combine food items in the cafeteria if possible to reduce the number of refrigeration equipment needed during summer vacation. Unplug any unnecessary refrigeration units.		
18	Turn off any water heaters not required during the summer. Units should be drained and flushed.		
19	Turn off all exhaust, makeup air units, and/or ceiling fans in unoccupied rooms		
20	Check and report any leaking faucets, commodes, or urinals		
21	Turn off all gas pilot lights of the heating system, cafeteria equipment, and the hot water heaters if not needed during the summer		

PLEASE PROVIDE NOTES/COMMENTS/OR OTHER SUGGESTED RECOMMENDATIONS



Contact: Terry Anderson-Energy Manager or maintenance department with questions, concerns, or to request changes to this form (606) 748-9439

THANK YOU FOR ALL THAT YOU DO FOR OUR STUDENTS AND YOUR HELP IN MAKING OUR SCHOOLS MORE ENERGY EFFICIENT