

TURN IT OFF BEFORE YOU TAKE OFF

Summer Shutdown 2023 Checklist

Please use this checklist to conduct a shutdown review of your classroom on the last day of classes. The checklist tells you whether something can be turned off or unplugged. For detailed instructions for managing computer equipment, please see the reverse side.

Device	What can I do?	
	Turn off	Unplug
Cell phone charger	N/A	Y
Electric pencil sharpeners	Y	Y
PA System	N	N
Personal Fans	Y	Y
Personal Lights and Lamps	Y	Y
Power bars	Y	N
Printers		
All-in-one printer/copier/scanners & large Ricoh copiers	Y	N
Stand-alone (desktop) printers	Y	Y
Projectors		
Ceiling mounted	Y	N
Desktop	Y	Y
Refrigerators and freezers (emptied w/ doors propped open)	Y	Y
Small appliances (with a light, clock or switch)	Y	Y
Smart Board	Y	N
Space heaters (always unplug for safety reasons)	Y	Y
Televisions	Y	Y
TV Monitors in Hallways	Y	N

APPLIANCES

Appliances help to make our lives more convenient, but they also draw a lot of energy. Too many appliances brought in from home can be a fire hazard. The extra wires can clutter up a space and create a tripping hazard.

This Summer, take the opportunity to check your appliances to see if they are up to district standards. Please **Take home** any appliances that should not be in the classroom.

PC COMPUTERS & MONITORS

TYPE OF COMPUTER	END OF DAY CHECK LIST	HOLIDAY BREAK CHECK LIST (Winter, Spring, Summer)
Monitors	<ul style="list-style-type: none"> Power Off 	<ul style="list-style-type: none"> Power Off
Desktops	<ul style="list-style-type: none"> Log Off¹ Do Not Shut Down² 	<ul style="list-style-type: none"> Log Off Do Not Shut Down
Laptops	<ul style="list-style-type: none"> Log Off and Close Lid Disconnect from AC/Charging/Docking power (Put Laptops somewhere out-of-sight and safe) 	<ul style="list-style-type: none"> Log Off and Shut Down Charge battery to about 50% for long term storage Disconnect from AC/Charging/Docking Power (Put Laptops somewhere out-of-sight and safe)
Laptops in Charging Charts	<ul style="list-style-type: none"> Log Off and Close Lid Connect Laptop to Charging Cart Plug Cart into Power & Turn on Cart (Lock & Secure Cart if possible) 	<ul style="list-style-type: none"> Log Off & Shut Down Charge battery to about 50% for long term storage Connect Laptop to Charging Cart Leave Cart Unplugged & Turned Off (Lock & Secure Cart if possible)
Tablets	<ul style="list-style-type: none"> Log Off Quick Press of the Power Button Disconnect from AC/Charging/Docking Power (Put Tablets somewhere out-of-sight and safe) 	<ul style="list-style-type: none"> Log Off and Shut Down Charge battery to about 50% for long term storage Disconnect from AC/Charging/Docking Power (Put Tablets somewhere out-of-sight and safe)

MAC COMPUTERS

TYPE OF COMPUTER	END OF DAY CHECK LIST	HOLIDAY BREAK CHECK LIST (Winter, Spring, Summer)
Monitors	<ul style="list-style-type: none"> Power Off external monitors 	<ul style="list-style-type: none"> Power Off external monitors
Desktops	<ul style="list-style-type: none"> Log Off 	<ul style="list-style-type: none"> Shut Down
Laptops	<ul style="list-style-type: none"> Close Lid Disconnect from Power (Put Laptops somewhere out-of-sight and safe) 	<ul style="list-style-type: none"> Charge battery to about 50% for long term storage Shut Down Disconnect from Power (Put Laptops somewhere out-of-sight and safe)
Laptops in Charging Charts	<ul style="list-style-type: none"> Shut Down Plug Laptop into Cart Plug Cart into Power & Turn on Cart (Lock & Secure Cart if possible) 	<ul style="list-style-type: none"> Charge battery to about 50% for long term storage Shut Down Plug Laptop into Cart Leave Cart Unplugged & Turned Off (Lock & Secure Cart if possible)
iPads	<ul style="list-style-type: none"> No action required (Put iPads somewhere out-of-sight and safe) 	<ul style="list-style-type: none"> Charge battery to about 50% for long term storage Power Off (Put iPads somewhere out-of-sight and safe)
iPads in Charging Carts	<ul style="list-style-type: none"> Plug iPad into Cart Plug Cart into Power & Turn on Cart (Lock & Secure Cart if possible) 	<ul style="list-style-type: none"> Charge battery to about 50% for long term storage Power Off Plug iPad into Cart Leave Cart Unplugged & Turned Off (Lock & Secure Cart if possible)

¹ In all cases, ensure you save your files before Logging Off and/or Shutting Down your computer.

² District computers are required to be Powered On in order to receive important system and security updates throughout the night. Power management software installed on all district computers reduces power consumption when not in use.