

TURN IT OFF BEFORE YOU TAKE OFF

2024 Summer Shutdown Checklist

HELP SAVE ENERGY and reduce costs before leaving for the break!

- You can also save energy by turning off unneeded electronics using the guide below.
- NOTE – Accessibility Lifts should not be turned off or unplugged.
- 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.

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
DO NOT TURN OFF if powering a computer	N	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

** Please take home any personal space heaters brought in from home. These are not approved for use in schools due to fire hazard*

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 Close Lid Disconnect from AC/Charging/Docking power (Put Laptops somewhere out-of-sight and safe) 	<ul style="list-style-type: none"> Log Off 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 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 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.