



Winter Shutdown Checklist

Turn it Off, Before you Take Off!

Use this checklist to help with your shutdown on the last day of class. 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 |
| 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 |
| <i>* Please take home any personal space heaters brought in from home. These are not approved for use in schools due to fire hazards</i> | | |

Save even more energy by turning closing windows, blinds, and shutters too!

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.