

# ROCK HILL SCHOOLS ENERGY SHUTDOWN PLAN

## DAILY & WEEKEND CHECKLIST *(Heating Season)*

### From 1:00 to 3:00 p.m.:

- ☑ ● BEM - Turn OFF cafeteria lights. Allow sufficient lighting as needed.
- ☑ ● Cafeteria Managers - Turn OFF and UNPLUG unnecessary kitchen and cafeteria equipment-- convection cookers, pass-through refrigerators or holding racks, range hoods, etc. Use circuit breaker panels where possible.
- Faculty and Staff - Turn OFF and UNPLUG any unnecessary personal food appliances --- MICROWAVES, COFFEE POTS, and TOASTER OVENS, etc. *Even turned off, they still draw power!*

### From 3:00 to 5:00 p.m.:

- ☑ ● Faculty and Staff - In mobile classrooms, set thermostats to 55 F (leave in HEAT mode with FANs on AUTO).
- ☑ ● Faculty and Staff - Turn individually controlled HVAC units in permanent school buildings down to 55 F. This includes shops, weight rooms, other athletic facilities, and other rooms equipped with individual thermostats.
- ☑ ● Faculty, Staff & BEM - ALL LIGHTS OFF ! Classrooms, support rooms, and offices. Gymnasium, locker/dressing rooms and other athletic facilities lights also. Turn OFF after-school programs lighting when finished.
- ☑ ● Faculty and Staff – ALL COMPUTER EQUIPMENT OFF ! PCs, copiers, stand-alone (e.g., ink-jet) printers, scanners, monitors, speakers, etc. Turn off at device, DO NOT UNPLUG Desktops or switch off power bars they are plugged into. *TIPS: (1) "Sleeping" monitors still draw power! (2) OK to leave laptops/tablets charging.*
- ☒ LEAVE ON all network (e.g., Laser) printers, FAX machines, IT Server Equipment (Except monitors!), fire, security and A/C controls circuits! Security camera equipment should remain ON but with monitors OFF.
- ☑ ● Faculty and Staff – Turn OFF TV monitors and local DVD / VCR players in classrooms. DO NOT UNPLUG.
- ☑ ● Faculty and Staff – Turn OFF office equipment and personal appliances – adding machines, laminators, , shredders, radios, CD players, lamps, decorations, etc. UNPLUG or "power bar" off on Weekends: pencil sharpeners, staplers, other plug-in devices (EXCEPT computer equipment!)
- ☑ ● Faculty and Staff – UNPLUG chargers for two-way radios, cell phones, PDA's, laptops and other equipment not critically needed. All units not actively charging devices should be UNPLUGGED from the wall receptacle. Unused power bars and surge suppressors should also be UNPLUGGED.
- BEM - All hot water heaters OFF at the Breaker Panels, unless controlled by Program Clock or Computer System.
- BEM - All potable hot water re-circulating pumps OFF at breaker panel. (Do NOT turn off A/C pumps!)
- BEM - All water fountains OFF by either (a) unplugging where feasible, or (b) switching off breaker(s).
- ☑ ● BEM - Turn exhaust fans in restrooms, mechanical rooms and other rooms OFF by switch or at the breaker panel.
- ☑ ● BEM - REPORT all leaking faucets, urinals or commodes.
- Media Specialist - Turn PA System and Intercom Units OFF.

### LEGEND:

- ☑ **DAILY:** Please do this every day at the end of the time that equipment is needed, or before leaving for the day.
- **WEEKEND:** Please do this on Friday afternoon before leaving for the weekend, or on the last day before a one or two day holiday.
- ☒ **NEVER TURN OFF:** This is a critical building or life protection circuit.