

# Teacher Summer Break Shutdown Checklist

(To be completed before leaving June 3, 2016)

Teacher \_\_\_\_\_

Room # \_\_\_\_\_

## Initial each item below that has been completed

\_\_\_ Set adjustable thermostats to the Unoccupied set point of 85 degrees

### Unplug ALL electrical devices (see below) as applicable:

- |  |   |
|--|---|
| ___ Televisions  | ___ School-Owned refrigerators: Condense to one per school and unplug all others (one per floor is acceptable in multi-level schools) |
| ___ Radios, CD players, DVD players, and VCRs  | ___ Chargers for walkie-talkies   |
| ___ Clocks, lamps, etc.  | ___ Office equipment not in use (laminators, copiers, fax machines, etc.)   |
| ___ Microwaves   |   |
| ___ Personal small refrigerators: Defrost (Take personal refrigerators home for the summer.) |   |

**\*\*You are responsible for ensuring all items listed are unplugged/turned off in your room/area.\*\***

### Take home:

- \_\_\_ Personally-owned animals. Remember that air conditioning is limited during the summer. Leaving animals may endanger their health.
- \_\_\_ ALL personal appliances

### Other:

- \_\_\_ **Clearly label** any **equipment** that **must remain plugged in/turned on** and indicate the reason why.
- \_\_\_ Close blinds or other window coverings with **slats facing up**.

### Technology:

**Technology staff will distribute blue storage bins for your technology equipment before the end of the school year.**



\_\_\_ See your campus office to obtain a bin label. Write your room number **ONLY** on the label and adhere the label to your bin.

\_\_\_ Place all items listed below in your bin:\*

**(It may be a good idea to take a picture of how everything is connected so it will be easier to reconnect everything next year.)**

- |  |                                       |
|--|---------------------------------------|
| ___ Keyboard                               | ___ Desk phone(s) and cables          |
| ___ Mouse                                  | ___ Projector remote                  |
| ___ Desktop speakers                       | ___ Document camera and cables        |
| ___ Webcams                                | ___ Smartboard cables and accessories |
| ___ Cables connecting your desktop/laptops | ___ Smartboard markers/erasers        |
| ___ Splitter box(es)                       | ___ Smart Slate                       |

\* **DO NOT INCLUDE:** Desktop computer(s), monitor(s), or Project Innovate iPad (if you've received one).

\_\_\_ Leave the bin in your room, unless your "room" is located in a portable building. (All technology devices in portable buildings **must** be brought into the main building/library for the summer.)

\_\_\_ Leave your Desktop computer and monitor on your desk; label each with your name and room number.

\_\_\_ Lock class laptops, iPads, Chromebooks in a secure location as determined by your campus administrators (**NOT** in your blue technology bin).

\_\_\_ Backups: ALL employees are responsible for backing up their own files to their U drive or Google Drive.

**NOTE:** **The technology equipment in your room should not leave your room without first notifying the Technology Department. If equipment must be moved, please submit a service ticket through the Helpdesk website.**

**\*\*Tape this Checklist to the outside of your door before leaving the building.\*\***

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date