Spring Shutdown Checklist

Use this checklist to help with your shutdown on the last day of class.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Device** | **What Can I Do?** | | | **Special Notes** | **Action** |
| **Sleep Mode** | **Turn Off** | **Unplug** |
| **Classrooms** | | | | | |
| Computer in classroom | Y | Y | N |  |  |
| Computer monitors | - | Y | N |  |  |
| Laptop cart computers | Y | N | N |  |  |
| Laptop carts\* | - | Y | Y | Computers off before carts |  |
| Laptop cart printers | Y | Y | N |  |  |
| iPads | Y | Y | N |  |  |
| iPad carts\* | - | Y | Y | iPads off before carts |  |
| Smart Board | Y | Y | N |  |  |
| Projector (desktop) | Y | Y | Y |  |  |
| Projector (ceiling mount) | Y | Y | N |  |  |
| Television | - | Y | Y |  |  |
| Electric pencil sharpener | - | Y | Y |  |  |
| Fish tank / Terrarium | - | N | N | By owner only |  |
| **Workstations** | | | | | |
| Task lights | - | Y | N |  |  |
| Small kitchen appliances | - | Y | Y | With light, clock or switch |  |
| Personal space heaters | - | Y | Y | Always unplug for safety |  |
| Desktop Computer | Y | Y | N | By owner only |  |
| Computer Monitor | - | Y | Y |  |  |
| Desktop printer | Y | Y | Y |  |  |
| Cellphone charger | - | Y | Y |  |  |
| Powerbars | - | Y | N |  |  |
| **Office** | | | | | |
| Printer/copier/scanner | Y | N | N |  |  |
| Large RICOH copiers | Y | Y | N |  |  |
| PA System | Y | N | N |  |  |
| **Staff Room** | | | | | |
| Small kitchen appliances | - | Y | Y | With light, clock or switch |  |
| Commercial coffee urn | - | Y | Y | Ensure water emptied |  |
| **Special** | | | | | |
| Computer lab computers | Y | Y | N | Master power switch |  |
| Computer lab monitors | Y | Y | N |  |  |
| Listening Centres | - | Y | Y |  |  |
| Hallway televisions | Y | Y | N |  |  |
| Cafeteria | - | Y | Y | Cafeteria staff only |  |
| Shop | - | Y | N | Shop teacher only |  |

\* upon return to school, must be plugged in to re-charge.

**Please remember to turn off the lights and close the windows, blinds, and shutters too!**