



Festive Season Green Guide

- ☐ Turn off all lights using light switches, not circuit breakers. Do not rely on sensors.
- ☐ Unplug pencil sharpeners
- ☐ Unplug computers/computer monitors
- ☐ Unplug copiers, printers, scanners and fax machines
- ☐ Unplug overhead projectors
- ☐ Unplug TVs, VCRs, CD and DVD players
- ☐ Unplug smartboards
- ☐ Switch off power strips
- ☐ Unplug small to medium appliances such as fans
- ☐ Power off intercom and sound systems
- ☐ Power off phone systems
- ☐ Cafeteria staff – power off all appliances, *except the walk-in refrigerator and freezer.*
- ☐ Unplug vending machines; if items are perishable, contact vendor.

- ☐ Check bathrooms for leaky faucets and toilets.

- ☐ Thermostats – if you have control over the thermostat, please ensure the fan is set to “AUTO” and not “ON,” otherwise the fan will run day and night.

- ☐ The School District will set temperature to an unoccupied level for MDCPS. Private and charter schools should adjust temperatures.