

Energy/Utility/Housekeeping Shutdown/Clean-out Checklist

Winter Break

As we approach the end of the semester and look forward to fall and winter recess, the Office of Facilities asks for your assistance in preparing our buildings for reduced occupancy. Please use the **Shutdown/Clean-out Checklist** below as a guide. If you note any operations & maintenance items, please contact your campus facilities service desk for assistance.

Item	Instructions	✓
Windows	Close all windows and doors.	
Office & Classroom Computers	Shut down (no operating lights) all computers, monitors, printers, and auxiliaries (scanners, speakers, etc.) <u>Exception:</u> LAN servers & network devices	
Lights	Turn off all lights, including office, hallway, under-cabinet, display, and desk lamps.	
Unnecessary Equipment	Turn off and unplug portable space heaters, coffee pots, fans, electrically operated bottled water dispensers, radios, TVs, battery chargers, clocks, etc.	
Water Fixtures & Other Maintenance Items	Check & report any water fixtures that leak or drip, and other maintenance items, to your campus facilities service desk.	
Food Storage & Preparation Areas	Clean & dispose of any food materials from food preparation areas, counters, cabinets, desks, shelves, toasters, coffee pots, microwaves, refrigerators, and other similar equipment.	

For operations & maintenance requests, please contact your campus facilities service desk:

Germantown	Rockville & Central Services	Takoma Park/Silver Spring
240-567-7807 GTFacilitiesHelpDesk@montgomerycollege.edu	240-567-5073 RVFacilitiesHelpDesk@montgomerycollege.edu CTFacilitiesHelpDesk@montgomerycollege.edu	240-567-1563 TPFacilitiesHelpDesk@montgomerycollege.edu

For energy management and utility information, please visit our website:
<https://www.montgomerycollege.edu/offices/facilities/energy-conservation>