




As we approach the coming Thanksgiving Holiday, your campus Facilities Office asks your assistance in preparing Campus buildings for reduced occupancy. Please use the attached shutdown, clean-out checklist as a guide. If you note any Operations & Maintenance items, please contact your Campus Facilities Service Desk for assistance.



Energy/Utility/Housekeeping Shut-Down, Clean-Out Checklist Thanksgiving Holiday 2017

Item	Instructions	
Windows	Close - all windows and doors.	
Office & Classroom Computers	Shut Down (<u>no operating lights</u>) - all computers, monitors, printers, and auxiliaries (scanners, speakers, etc.) Exception: 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 or any other maintenance items to your Campus Facilities Service Desk.	
Food Storage & Preparation Areas	Clean & Dispose - clean and properly dispose of any food materials from food preparation areas, counters, cabinets, desks, shelves, toasters, coffee pots, microwaves, refrigerators, etc.	

Notes/Observations:

For Energy/Utility Information Please Contact: Maria Manfre, Utility Analyst
 Phone: 240.567.7384, e-mail: maria.manfre@montgomerycollege.edu
 Website: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=30794>

For Operations & Maintenance Please Contact: Your Campus Facilities Service Desk.
 The following extensions are the numbers for the Campus Facilities Service Desks by campus:
 Germantown, x7-7807, Rockville, x7-5073, and Takoma Park/Silver Spring x7-1563