




As we enter into Spring Break next week, 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 Winter Break Recess 2016

| 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.) 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:

1. Reminder: No open flames such as candles are allowed in any College buildings.

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