




As we enter the holiday season, approach the end of the semester and look forward to winter recess, 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 2017

Item	Instructions	
<b>Windows</b>	<b>Close</b> - all windows and doors.	
<b>Office &amp; Classroom Computers</b>	<b>Shut Down</b> ( <u>no operating lights</u> ) - all computers, monitors, printers, and auxiliaries (scanners, speakers, etc.) Exception: LAN Servers & Network Devices	
<b>Lights</b>	<b>Turn Off</b> - all lights including office, hallway, under-cabinet, display and desk lamps.	
<b>Unnecessary Equipment</b>	<b>Turn Off and Unplug</b> - portable space heaters, coffee pots, fans, electrically operated bottled water dispensers, radios, TVs, battery chargers, clocks, etc.	
<b>Water Fixtures &amp; Other Maintenance Items</b>	<b>Check &amp; Report</b> - any water fixtures that leak or drip or any other maintenance items to your Campus Facilities Service Desk.	
<b>Food Storage &amp; Preparation Areas</b>	<b>Clean &amp; Dispose</b> - 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

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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 (For CT bldg too), and Takoma Park/Silver Spring, x7-1563