




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	
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:

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>

To report or have questions about 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 and Central Services Building (CT), x7-5073, and Takoma Park/Silver Spring, x7-1563