



# COVID-19 Modified Summer Shutdown Checklist

## *Buildings (General)*

- Turn OFF and unplug TV's, VCR's, DVD's, where a ladder is not needed;
- Turn OFF and unplug Interactive boards, speakers, and printers;
- Turn OFF and unplug stereos and lamps;
- Unplug coffee pots, microwaves, and refrigerators that are empty;
- Verify all computers and monitors are turned OFF (not unplugged);
- Unplug water fountains, where possible;
- Check that all windows and exterior doors are closed and locked;
- Verify all interior lights are switched OFF;
- Set all parking lot and site lighting time clocks to summer hours; and
- Turn off all electronic school marquees.

*Please note:*

- We are not unplugging refrigerators that contain food or personal belongings. Only 'empty' refrigerators may be unplugged; and
- Aquariums, Hydroponics - Animals should appear to be well cared for (if not, let us know). Plant growing systems may be disconnected if it appears that the system is operating without water/poorly.

