



**Closing Checklist
OFFICE**

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your facility that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Task lighting off	
							Computers off	
							Computer monitors off	
							Other small electronics off	
							Blinds closed	
							Exterior doors closed	
							Windows closed	
							Portable heaters off	
							Ceiling fans off	
							Ventilation off	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	
							Radiators free of obstructions	



Closing Checklist BATHROOMS

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your facility that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Exhaust fans off	
							Faucets are not leaking	
							Toilets are not leaking	
							Air dryers are off	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Exhaust fans off	
							Faucets are not leaking	
							Toilets are not leaking	
							Air dryers are off	



Closing Checklist
KITCHEN

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your business that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Kitchen exhaust fans off	
							Ceiling fans off	
							Cooking equipment off	
							Coffee machines off	
							Refrigerator door closed	
							TVs off	
							Blinds closed	
							Windows closed	
							Portable heaters off	
							Exterior doors closed	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	
							Radiators free of obstructions	



Closing Checklist
STORAGE AREAS

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your business that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	



Closing Checklist
HALLWAYS

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your business that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Exterior doors closed	
							Windows Closed	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Exterior doors closed	
							Windows Closed	

Location

S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Exterior doors closed	
							Windows Closed	

S	M	T	W	T	F	S	Item	Comments
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Closing Checklist
RETAIL SPACE

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your business that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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								Cash registers/Computers off	
								Displays/Monitors off	
								Sound system off	
								Displays lighting/signs off	
								Display case doors closed	
								Night covers pulled down	
								Deli scales and equipment off	
								Blinds closed	
								Exterior doors closed	
								Windows closed	
								Portable heaters off	
								Ceiling fans off	
								Ventilation off	
								Temperature set back Thermostat should be set to ___ °F	
								Vents free of obstructions	
								Lights off	



Closing Checklist
CLASSROOM

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your business that should be shut down at closing time. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Task lighting off	
							Computers off	
							Computer monitors off	
							AV equipment off	
							Interactive whiteboards off	
							Printers off	
							Other small electronics off	
							Blinds closed	
							Exterior doors closed	
							Windows closed	
							Portable heaters off	
							Ceiling fans off	
							Ventilation off	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	



Closing Checklist
MEETING ROOMS

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your establishment that should be shut down at night. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Computers off	
							Computer monitors off	
							AV equipment off	
							Interactive whiteboards off	
							Other small electronics off	
							Blinds closed	
							Windows closed	
							Portable heaters off	
							Ceiling fans off	
							Ventilation off	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	



**Closing Checklist
GYMNASIUM**

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your establishment that should be shut down at night. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Ventilation off	
							Exterior doors closed	
							Ceiling fans off	
							Scoreboard off	



Closing Checklist
BREAK/LUNCH AREA

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your establishment that should be shut down at night. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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S	M	T	W	T	F	S	Item	Comments
							Lights off	
							Kitchen exhaust fans off	
							Ceiling fans off	
							Cooking equipment off	
							Coffee machines off	
							Refrigerator door closed	
							TVs off	
							Blinds closed	
							Windows closed	
							Portable heaters off	
							Exterior doors closed	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	
							Radiators free of obstructions	

DINING AREA

S	M	T	W	T	F	S	Item	Comments
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Closing Checklist

The purpose of this checklist is to help you reduce nighttime energy waste by identifying equipment at your establishment that should be shut down at night. We recommend completing this checklist daily.

Location	Performed by	Date	Time AM PM
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							Lights off	
							TV off	
							Sound system off	
							Cash registers/computers off	
							Monitors off	
							Blinds closed	
							Exterior doors closed	
							Windows closed	
							Portable heaters off	
							Ceiling fans off	
							Ventilation off	
							Temperature turned down	If there is a thermostat, please enter the temperature setting: _____°F
							Vents free of obstructions	