# Switch Off Procedure (template)

This procedure links to **Energy Module Action A2.6 and A2.8.**

*This procedure is intended as an example and will need to be modified to meet your school’s needs and formatted to align with your school procedures. Create and implement a whole school switch off and shutdown procedure for the end of the day, weekend and school holiday periods for your school using this template.*

Your **ResourceSmart Schools (RSS) Regional Facilitator** can assist to complete this template, email schools@sustainability.vic.gov.au

For support with RSS Online email help@resourcesmartschools.vic.gov.au

*Note - tailor this template as required, removing all green shaded text when the document is complete.*

|  |  |  |
| --- | --- | --- |
| Action | Who | When |
| Interior lights switched off |  |  |
| Computer monitors, DVD, electronic whiteboards and video conferencing units are turned off |  |  |
| Computers and laptops shut down (except servers and administration related computers) |  |  |
| Ceiling fans and exhaust fans switched off |  |  |
| Appliances (except refrigerators) switched off |  |  |
| Empty refrigerators, with door propped open, are switched off at end of term |  |  |
| Heating and cooling switched off |  |  |
| Printers and copiers switched off |  |  |
|  |  |  |
| *Add more rows as required* |  |  |

## Reach out for assistance

RSS Facilitators can help you:

* plan or promote your program
* locate additional resources that will assist you to complete the module
* conduct audits with students
* organise activities for your student action team
* find networks of like-minded staff and students to support your work
* progress your RSS module completion and certification.

To connect with your local facilitator email [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)

For support with RSS Online email [help@resourcesmartschools.vic.gov.au](mailto:help@resourcesmartschools.vic.gov.au)

**ResourceSmart Schools is a free program offered by Sustainability Victoria that supports Victorian schools to embed sustainability across the school facilities, community and curriculum, while saving resources and money for the school.**

**To register to become a ResourceSmart School, visit:** <https://my.resourcesmartschools.vic.gov.au/>

**or email** [schools@sustainability.vic.gov.au](mailto:schools@sustainability.vic.gov.au)