

Switch off for Summer.



Please can all staff make sure that electrical shutdown procedures have been followed when they leave for the summer break.

- Please unplug lap charging trolleys.
- Please ensure all PC units and Screens are switched off at the plug where required.
- Standby electricity on whiteboards and other electrical equipment will not be required. Again turn off at the plug.
- Check lighting in cupboard areas to ensure nothing is left on.
- Turn printers and copiers off as per manufacturers guidance.
- Electric immersion heaters especially those that are not timed should be turned off.
- Electric storage heaters can be switched off at the wall.
- All staff should ensure that they take responsibility to switch off all the items required in their area of responsibility as well as the whole school before.
- Please take your meter reads on Friday and enter them into SystemsLink. If you are not using SystemsLink please contact Karen.Atkinson@northyorks.gov.uk