



Energy Smart Squad Thank You Note



After touring an unoccupied classroom/office, please leave a thank you note (cut from the next page) on the staff member's **chair** to reward him or her for completing Energy Smart actions. Draw a **star** in the boxes underneath the completed actions. Write **NA** (not applicable) if the action is not possible (e.g., there are no blinds in the room) or if you are unable to tell whether or not the action has been completed. If an action has not been completed, leave the given box **empty**.

Please leave a blank thank you note even if the staff member has not completed any of the Energy Smart actions. If the thank you note has no empty boxes (i.e., all possible actions have been completed), remember to recognize the room by placing an Energy Smart Room decal on or near the classroom door (the side facing the hallway).



Are document cameras and projectors shut off?



Are blinds closed?



Are desktop computers shut down?












Are doors closed?













Are non-security lights turned off?






Example Thank You Note. Not to scale.






"Room 201" from Energy Smart Squad Recognition Scorecard.






THANK YOU FOR BEING ENERGY SMART!				
				
You shut off document cameras & projectors!	You shut down desktop computers!	You turned off non-security lights!	You closed your blinds!	You closed your doors!
				
<p>star = completed NA = not applicable blank = not completed If you completed all possible Energy Smart actions, you will receive an Energy Smart Room decal to display publicly. - Questions? Contact a Green Team Champion. -</p>				






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