

*Instructions:* You are responsible for turning off **bathroom** (of your gender)**, classroom**, **conference room**, and **breakroom** lights that were left on. Do not turn off **lab** lights. If someone is using a room, please kindly **ask** them to turn off the lights when they leave — then **mark the room and lights as if you turned them off**.

When you turn off lights in a room, please count the number of **BULBS** in 1 light fixture, record it, and then count the **number of light fixtures** in the room and record that. We will handle the totals.

A light **fixture** holds light bulbs.

Below is a space to record the numbers of rooms with lights left **ON** that you **CANNOT** get to.

If a room has occupancy sensors that you turn on by entering the room, do not turn them off. If the lights in a room with sensors were on when you walked in, turn them off.

***Come back when you are done! Sign in and get snacks!***

INSERT UNIVERSITY NAME HERE

 **NATIONAL LIGHTS OUT**

**RECORD SHEET**

|  |  |  |
| --- | --- | --- |
| **Room #** | **Light Bulbs Per Fixture** | **# of fixtures** |











**Please record the room numbers with lights left ON that you CANNOT get to (ex: locked classroom with lights on).**