

PRESS PLAY FORT LAUDERDALE



GOAL 2

Be a sustainable and resilient community.

Monitors

Flip The Switch (FTS) Office Observation Check

Directions: This is a simple office walkthrough where you will observe, to the best of your ability, the status of computer monitors in your office/division/department/space. In order to achieve the most accurate results, please record each observation using your best judgment.

We created a log sheet called the “*Flip the Switch* Monitor Observation Check” to record the status of computer monitors as easily as possible. An electronic version is available online at www.fortlauderdale.gov/fliptheswitch.

- Review the Observation Check Sheet
- **Please complete your first Observation Check by April 12th and email to maferrer@fortlauderdale.gov.**
- Complete the columns on the Check sheet as follows:

Date: Please write in the date the Check was completed

Time of Day: Please record the time of day when you performed the observation. Generally, checks should be performed at the following times: Morning (before most co-workers come in), Lunch (when most people leave for lunch), or Evening (after work).

Room #: This is for you to identify each room that you check. You can assign each room a name or number to be used throughout the Flip the Switch contest to accurately record the progress of each workstation.

Occupied: When reporting, was the workstation¹ occupied? Circle yes, no, or you didn't know. Don't know should only be used when you do not have access to the space, e.g., the door to an office is locked or closed.

Monitor: Is the computer monitor(s) on, off, or you don't know (DK)? The monitor is off when the power button has no light illumination. Commonly, standby modes still illuminate the power button. Don't know, should only be used when you do not have access to the space.

Monitors: How many monitors are at the workstation?

Definitions:

¹Workstation- An area where work is carried out by an individual usually a desk with a computer. There may be multiple workstations in some rooms.