



Shutdown Items for Library/Computer Labs



For all shutdown periods, please remember to be sure that:

- All **computers** are shut down
- Monitors** are turned off
- Computer and Smart Board speakers** are turned off
- Non-networked printers** are turned off
- Thermostats** are turned off
- Personal refrigerators** are cleaned out, unplugged and propped open (Place a tray under the freezer if ice build-up is present.)
- Other appliances (**microwaves, coffee makers, etc.**) are unplugged
- Electric **pencil sharpeners and staplers** unplugged
- Miscellaneous electrical devices** unplugged. Also known as “power vampires,” these devices continuously draw power from electrical outlets at all times. Examples include wireless and cell phone chargers, stereos, boom boxes, shredders, speaker systems, iPod chargers, video camera and battery chargers and night lights.
- Lights** turned off at the switch (Do not rely on sensors.)



“Please turn me off”

IMPORTANT - Unplug whatever you can **SAFELY** reach.
DO NOT attempt to unplug any item that may put you in harm’s way or potentially cause injury (i.e. moving heavy items, etc.).

Thank you for conserving energy!

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every day, every school, every classroom*

