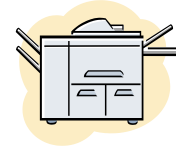




Shutdown Items for Office Staff



For all shutdown periods, please ensure that:

- All computers** are shut down
- Monitors** are turned off
- Computer speakers** are turned off
- Thermostats** are turned off
- Non-networked printers** 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 hole punches, staplers and pencil sharpeners** are unplugged
- Miscellaneous electrical devices are unplugged. Also known as “power vampires,” these devices continuously draw electricity at all times. **Examples:** wireless/cell phone chargers, paper shredders, iPod chargers, video camera and battery chargers and night lights. **Do not unplug walkie-talkies.**
- Lights** are turned off at the switch (Do not rely on sensors.)



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 dollar saved for Students First:
every day, every school, every classroom*

