



Campus Planning and Sustainability's *Holiday Shutdown Checklist*

Turn off/unplug monitors and laptops. Leave **desktop** computers in sleep mode for security updates.

Turn off any in-office printers. **Do not** turn off departmental or large stand-alone printers.

Turn off any TVs or Digicasters within offices that will be unoccupied over the holidays.

Turn off and/or unplug any mobile devices (e.g. iPad, tablets, etc.)

Turn off and/or unplug any standing desks.

Turn off and/or unplug projectors.

Turn off and/or unplug your monitors.

Turn off and/or unplug any paper shredders.

Unplug task lights.

Unplug space heaters.

Unplug fans.

Unplug clocks.

Turn off your lights.

Close all blinds.

