

Happy Holidays! Reduce, Reuse, and Recycle as much as possible this holiday season. We will see you in the New Year! 

## Holiday Shutdown

Please fill out the form when you are on your way out: <https://forms.office.com/r/Qux0KHax4>

### Quick List:

#### Turn off electronics:

- \*Leave your computer(s) in sleep mode for security updates.
- In-office printers. Do not turn off departmental or large stand-alone printers.
- TVs or Digicasters within offices that will be unused over the holidays.
- Turn off and/or unplug any mobile devices (e.g. iPad, tablets)
- 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 appliances when not in use:

- Task lights
- Clock
- Space heaters
- Fans
- Mini fridge
- Coffee Maker
- Kettle
- Toaster
- Microwave

#### Before you go...

- Turn off lights.
- Close all windows, doors, and blinds.



Sustainability in action.

From the Office of Campus Planning and Sustainability  
Please print on scrap paper if you choose to print this list.