

# Holiday Shutdown Checklist

Before leaving for the summer/holiday break, please take a few minutes to help reduce our electricity usage with just a few simple actions.



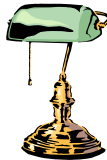
**Turn OFF printers, scanners, and other computer peripherals.**



**Leave ON all computers.**



**Turn OFF any monitors not being used.**



**Turn OFF all desk lights, lamps (both floor and desk), and overhead lights.**



**Turn OFF unnecessary business equipment such as calculators, shredders, etc.**



**Leave ON all servers, switches, routers, or other special use items that must be on 24 x 7.**



**Leave ON large screen Interactive Flat Panels (Elementary)/Turn OFF large screen flat panel TV's (Secondary)**



**Turn OFF all Interactive White Boards.**



**Turn OFF all projectors.**



**Turn OFF all Audio Enhancement Systems**