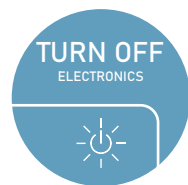
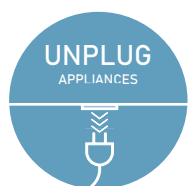




# HOLIDAY CHECKLIST

If you will be out of the office or dorm room, please follow these suggestions to ensure you're not wasting energy or water during your holiday!

Have an enjoyable and safe break!



1. Power down or unplug all non-essential appliances (computers, monitors, printers, speakers, microwaves, coffee pots, hot plates, thermocyclers, scales).
2. Switch off power strips.
3. Turn off video displays and electronic signs in common areas.
4. Close laboratory fume hoods.
5. Turn down thermostats to lowest settings if possible.
6. Shut windows tightly and close curtains or lower blinds for added insulation.
7. Turn off faucets tightly and report any leaks (call x4717 to report leaks).
8. Water your plants.
9. Turn off lights.
10. Close gas lines tightly.



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