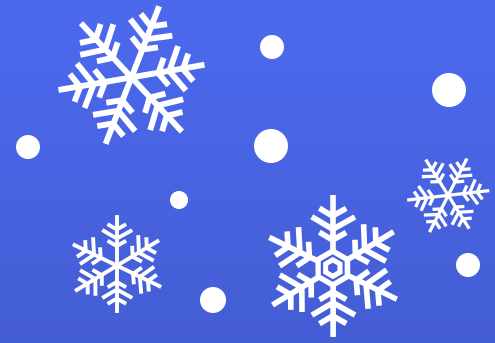


WINTER BREAK CHECKLIST

As we approach Winter Break, Millersville University's Vice President of Finance and Administration, Chief Information Officer, Assistant Vice President for Facilities, Director of Safety and Environmental Health, and Sustainability Manager collectively request your assistance preparing campus for the time away.



Before you leave, please complete each applicable action from the list below.



IN CLASSROOMS AND RESIDENCE HALLS

- Close all windows.
- Move furniture and belongings away from heaters, vents, and radiators.
- Keep curtains open for windows that receive a lot of daylight and closed for those that don't.
- Ensure that all water faucets are shut off and report leaking or dripping fixtures to the Facilities Management Department.
- Remove, or at least shut off, all holiday-decorations - especially lights.
- Turn off and unplug any unused laboratory experiments and associated equipment.



AT YOUR DESK

- Take food home that will spoil.
- Turn off your computer and associated devices.
- Unplug chargers, coffee makers, power strips, personal humidifiers, fans, space heaters and other devices that won't be used over break.



ON THE ROAD

- Carpool or take public transportation for your winter break travels.
- Hit the lights before you leave.
- Have a happy, healthy, safe and fun break!

