

Winter Break Checklist

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

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

- Unplug space heaters.
- Take home food that will spoil.
- Unplug chargers, coffee makers, personal humidifiers, fans, and other devices that won't be used over break.
- Turn off your computer and ancillary computing devices including desktop and ink jet printers. DO NOT unplug.
- DO NOT turn off or unplug RICOH printers.

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!

