

# TURN IT OFF!

green today  greener tomorrow

Save money. Protect the environment.

## TURN OFF



**Computers**  
at the end of day



**Copiers and Printers**  
at the end of day



**Lights**  
when exiting an empty room



**Radios and Stereo Systems**  
when leaving your workstation  
for longer than 30 minutes



**Coffee pot burners**  
when not in use



**Space heaters and Fans**  
when leaving your workstation  
for longer than 30 minutes

## LEAVE ON



### Important note:

**DO NOT** turn off the power strips or surge protectors attached to computers. Simply go to start and select "Shut Down" for the computer and push the on/off switch for the monitor.