



Before you leave



Tahoe Truckee Unified School District has an energy conservation policy. One of the ways we try to combat unnecessary expenses is not using energy that is not needed.

So, before you leave for school vacations please:

- **Unplug** all computers, printers, copiers, scanners, appliances, cd players, chargers, and power strips.
- Turn off all lights, fans, space heaters, etc.
- Make sure your windows are tightly closed and your blinds are closed.
- Empty your refrigerators and unplug them if possible.
- Remind your co-workers to do the above.

Custodians:

- Please check each room for the above.
- Make sure all exterior doors are tightly closed.
- Notify me if rooms are warm next week (that means something is running when it should not be).

Thanks for your help in saving energy!

