







# *Before you leave for Thanksgiving...*

Remember that you can change NC State's impact on the environment even when you are not here! Before leaving for a well-deserved break, be sure to:

-  Close all windows and shut internal and external doors. Report windows and doors that are left open or unable to be closed to your Building Liaison.
-  Turn off all lights in your office or any shared areas such as conference rooms, break rooms, restrooms, and classrooms.
-  Close laboratory fume hoods and shut down any non-essential lab equipment.
-  Shutdown office equipment, including computers, fax machines, and printers.
-  Unplug all non-essential items such as coffeemakers, chargers, radios, lamps, etc. Remember these items still draw electricity from the grid even when turned off because they are still plugged in.
-  Report any water leaks or improperly operating fixtures to your Building Liaison.

Thank you for your cooperation as NC State strives for a reduction of energy resources, water resources, and spending - as well as our impact on the environment.

## *Have a wonderful Thanksgiving!*

