



# Summer Time

## Classroom Preparations for Saving Resources While Away



- Share your unwanted personal items on a share table or donate to charity. Take home personal items, including: appliances, ornamental lights, pets, plants and chargers
- Sort remaining items for recycling, composting or garbage: for help sorting check out Seattle's: [What's Accepted](#) and [Look it up Tool](#)
- Check that windows are shut tight
- Close blinds and shades
- Unplug or turn off items such as DVD players, TVs, radios, chargers, and games
- Switch networked devices to sleep mode, as we do not unplug networked computer/copier/scanner units
- Turn off every light—especially ornamental lights and those behind doors and display cases
- Empty staff room refrigerators as they will be closed for summer

This reminder brought to you by your SPS Resource Conservation Specialists.

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