



# Extended Absence

ENERGY MANAGEMENT  
at Arkansas Tech™

**PLEASE MAKE SURE THE FOLLOWING DEVICES ARE UNPLUGGED OR POWERED OFF ACCORDING TO THE LIST BELOW IN ALL AREAS OF THE UNIVERSITY. THESE EXTRA STEPS WILL HELP TECH MOVE TOWARDS A MORE SUSTAINABLE FUTURE.**

## **GUIDELINES**

- **TURNING OFF A POWER STRIP IS AS GOOD AS UNPLUGGING A DEVICE.**
- **DO NOT CLIMB ON TOP OF CHAIRS OR TABLES TO TURN OFF OR UNPLUG A DEVICE. BE SAFE!**

## **Checklist**

- Computers (power off only, DO NOT UNPLUG) unless you are remotng from home
- Computer Speakers and Monitors (power off only)
- Printers and Scanners (power off and unplug)
- Copiers (power off only, DO NOT UNPLUG)
- Projectors (power off and unplug if possible, if mounted on ceiling do not unplug)
- Televisions (power off and unplug, if mounted for digital signs power off only)
- DVD/VCR players (power off and unplug)
- Classroom Sound Systems (power off and unplug)
- Music keyboards (power off and unplug)
- Radios/CD players (power off and unplug)
- Lamps (power off and unplug)
- Overhead Ceiling Fans (power off only)
- Microwave ovens, coffee pots, toasters, and other small kitchen appliances (power off and unplug \*DO NOT UNPLUG refrigerators or other large appliances)
- Laptop charging stations – please try to have devices charged before you leave on break. If all laptops are charged then please unplug the charging stations; if not you may leave plugged in.
- Turn off all lights
- Any other electronic devices: pencil sharpeners, phone chargers, etc. (unplug)