

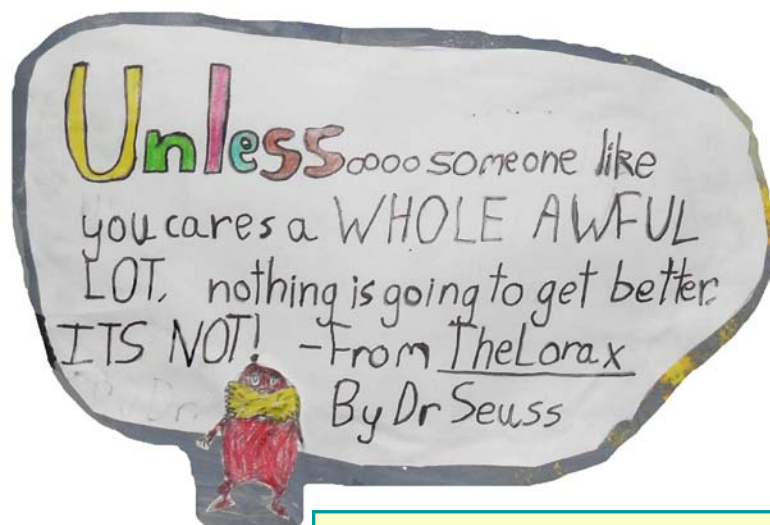
## End of Year Check Out: Please Read

To help save resources and money we are asking employees to remove personal appliances from their rooms. Please switch to shared refrigerators, microwaves and coffee pots that are in staff lounges or other central locations. Please take home the following items from your classroom or office:



- Refrigerators (unless used for prescription medication or supplies)
  - Personal appliances such as microwave ovens or coffee pots
  - Personal heaters
  - Electric-powered items such as lava lamps or moving picture frames
  - Incandescent light bulbs in desk lamps (just ask, instead, you can have a compact fluorescent light bulb)
  - Decorative light strands that are not approved LED lights
  - Pets and plants— because custodians cannot care for them
- √ Musical or audio visual equipment used for teaching is okay to keep.

If we all chip in just a little and use less electricity, it will make a big difference. We can save \$15,000 a year if everyone follows this check list. Please contact RCM Bonnie Meyer at 355-9985 if you have any questions.



From Lincoln Elementary School Earth Day Mural