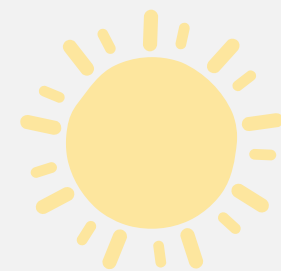
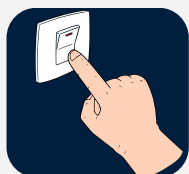


# HAPPY Semester BREAK!



## DON'T FORGET TO:



**01** Switch off all electrical appliances



**02** Clean your workspace and take out the trash



**03** Bring home important personal items or valuables



**04** Back up your files and submit any pending work



**05** Relax and recharge

