

Simple Golden Rules



- ❖ If You Open It, Close It.
- ❖ If You Turn It On, Turn It Off.
- ❖ If You Unlock It, Lock It.
- ❖ If You Break It, Repair It.
- ❖ If You Can't Fix It, Call Someone Who Can.
- ❖ If You Make A Suggestion,
Is It Something You Can Do Yourself?
- ❖ If You Start Something, Finish It.
- ❖ If You Borrow It, Return It
- ❖ If You Use It, Take Care Of It.
- ❖ If It Belongs To Someone Else and You Want To Use It,
Get Permission.
- ❖ If you Move It, Put It Back.
- ❖ If You Make a Mess, Clean It Up.
- ❖ If You Don't Know How to Operate It, Leave It Alone.
- ❖ If It Doesn't Concern You, Mind Your Own Business.