PRE-BREAK CHECKLIST

Copy the following text into an e-mail before leaving the office!

☐ Shut windows tightly, including storm windows (the extra one behind your regular one.)

☐ Shut curtains/lower blinds for extra insulation.

☐ Winter:
  If you have control, turn thermostat down to 60°F

☐ Summer:
  If you have control, turn thermostat up to 80°F

☐ Shut off power strips.

☐ Unplug appliances not plugged into power strips (microwaves, coffee pots, printers, faxes, & chargers.)

☐ Tightly turn off faucets, and report and leaks.

☐ Water your plants.

☐ Turn off the lights.

Have a happy and safe break!

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LIGHTING COMPARISON

LED light bulbs are recommended for new purchases.

HERE'S WHY:

<table>
<thead>
<tr>
<th>LIFE SPAN (HOURS)</th>
<th>50,000</th>
<th>1,200</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>90</td>
<td>11</td>
</tr>
<tr>
<td>110 LED</td>
<td>11</td>
<td>26</td>
</tr>
<tr>
<td>ENERGY USE (Kwh/YEAR)</td>
<td>8,000</td>
<td>45</td>
</tr>
<tr>
<td>ANNUAL OPERATING COST</td>
<td>$2.55</td>
<td></td>
</tr>
</tbody>
</table>

TERMS TO KNOW

- Compact Flourescent Lamp
- Light-emitting diode
- The amount of light emitted per second
- Unit of power, equivalent to 1 joule/sec
- Kilowatt hour unit of energy

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