



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!