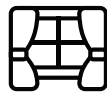


Pre-Break Checklist

Before you head out for a break, no matter how long it is, your office should make sure to go through these simple, but necessary steps to ensure maximum energy conservation!



Close All Windows

Make sure you close all of the windows in your office tightly and close all the curtains and blinds.



Change the Thermostat

During the winter, set your thermostat to 60° and during the summer set it to 80° for maximum efficiency.



Turn Off All Power Strips

Turn off any power-strips including “smart” power strips and completely unplug them when able.



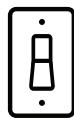
Unplug All Appliances

Unplug all appliances that aren't plugged into power-strips and put large appliances into “energy saving” mode.



Turn Off Faucets

Close all faucets very tightly, check to make sure there are no under sink leaks and while you're at it, water your plants.



Turn Off All Lights

Turn off all of the lights in your office including lights that operate on motion sensors.