

Pre-break checklist:

Copy the following text into an email, add or subtract items as necessary

- **Shut windows** tightly, including storm windows (extra one behind your regular one)
- **Shut curtains**/lower your blinds for extra insulation.
- **Winter:** If you have control, turn thermostat down to 60 degrees.
- **Summer:** If you have control, turn thermostat up to 80 degrees.
- **Shut off** power strips.
- **Unplug appliances** not plugged into power strips (like microwaves, coffeepots, printers, faxes, and chargers)
- Tightly **turn off faucets**, and report any leaks.
- **Water** your plants.
- **Turn off** the lights.

Have a happy and safe break!