

# Pre-Break Checklist

## BEFORE YOU LEAVE FOR BREAK..

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



Program Recognizing Offices Practicing Sustainability (PROPS)

<http://sustainability.ucsc.edu/propsucsc>