**Turn Off and Unplug All Electronics and Appliances:**
- Computers
- Monitors
- Surge protectors
- Printers
- Copiers
- Desk lamps
- Cell phone chargers
- Water coolers
- Space heaters
- Baseboard heaters
- Power strips

**Office:**
- Close doors, windows, curtains, and blinds
- If you have thermostat control, turn down in the winter and up in the summer
(Please consult your building manager or the Physical Plant for your building’s specific temperature requirements)
- Give plants a little water
(If gone for a long period, centralize office plants in a location with light)
- Turn off all lights

**Kitchen and Bathrooms:**
- Make sure faucets are turned off completely
- Make sure the toilets aren’t running
- Turn off and unplug coffee pots and other kitchen appliances

*Remind co-workers to do the same*