GREEN OFFICE PROGRAM

Break and Holiday Checklist
Use this checklist before you leave for break to be sure that your office is remains green while you’re away.

☑️ Tightly shut and lock all windows in the office including storm windows. Shut blinds.

☑️ For winter closings, turn down the thermostat to 60 degrees Fahrenheit. For warm weather and summer closings, turn off air conditioners and make sure the heat thermostat is turned off.

☑️ Unplug appliances: printers, photocopiers, fax machines, microwaves, coffee pots, and chargers

☑️ After shutting them down, unplug all computers and monitors from wall sockets.

☑️ Turn off faucets and report any leaks to maintenance

☑️ Water any office plants

☑️ Turn off the lights

Have a safe and enjoyable break!