

Pre-Holiday Checklist

Before you leave for the break:



The following text can be used in an email to your staff, or as a poster, before long breaks. Please feel free to add or subtract information to make specific for your workplace as necessary.

- **Shut windows tightly**
- **If you have control, turn down thermostats to 60°**
- **Shut curtains/ lower your blinds for extra insulation**
- **Shut off power strips**
- **Unplug all appliances not plugged into power strips (i.e. Microwaves, Coffee Machines, Printers and Chargers)**
- **Tightly turn off faucets, and report any leaks**
- **Labs: Shut your fume hood sash**
- **Water any plants**
- **Turn off the lights**
- **Have a safe and happy holiday!**

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