Here's the list... please check it twice

☐ Lights out…
Turn off all unnecessary lights and display monitors before leaving for break.

☐ Unplug…
Printers, coffee pots, electronics, appliances, space heaters, and chargers. They draw power even when turned off.

☐ Turn down the heat…

☐ Close blinds and curtains…
Keep the cold out and the warm in.

☐ Turn off the fridge…
Turn off big and small fridges. Clean and turn off these energy gobblers before break.