

Before we leave for break, there are a few easy steps we all can take to power down the office. Each task only takes a few seconds, but these small energy-saving actions can have a major impact on costs, efficiency, and sustainability!

[**Here is a quick checklist to look out for before you head out:**](https://tarheels.live/greenofficeprogram/wp-content/uploads/sites/2304/2021/10/Holiday-Power-down-Checklist.pdf)

* Turn off computers
* Unplug power strips
* Unplug appliances and non-essential equipment
* Shut windows and blinds
* Adjust the thermostat (to 65 degrees Fahrenheit or less during heating months and 82 degrees Fahrenheit or higher during cooling months)
* Turn off all lights

We appreciate everyone's help reducing our energy consumption and making this office more sustainable!