1) Set the thermostat to the lowest temperature it will allow during winter, and the highest temperature it will allow during summer.

2) Unplug all shared electronic devices including printers, scanners, copiers, etc.

3) Unplug all personal electronic devices including computers, monitors, printers, power bars, etc.

4) Turn off lights in shared and personal areas including conference rooms, hallways, kitchens, storage rooms, etc.

5) Unplug all appliances in the kitchen including kettles, coffee makers, toasters, microwaves, etc.

6) Close all windows, curtains and blinds to help insulate the office and reduce heating/cooling needs.

7) For longer breaks, adjust the refrigerator’s setting to reduce cooling demand once all food is taken out.

8) In meeting and conference rooms, ensure that all visual aid equipment is turned off and unplugged.

9) Share this checklist with your friends and co-workers!