



WINTER SETBACK



[Digital Checklist Link](#)



PLEASE REMEMBER

Power down all computers, monitors, printers, projectors, document cameras and smartboards

Unplug all chargers, fans, radios, lamps, room fragrance products, and other plugged items

Thermostat temperature set to Auto, 85 degrees for cooling/Auto, 55 degrees for heating in t-buildings

Appliances unplugged, refrigerators cleaned and unplugged

Close the blinds and tilt the slats upward

Last one out... **LIGHTS OFF!**