

THINGS TO DO	CHECKED (√)
Refrigerators should be emptied of all food and remain plugged in	
Unplug all other appliances, including alarm clocks	
Turn off all computers. If you leave a computer plugged in, use a good surge protector	
Clean the room	
Dispose of all perishable items	
Remove holiday decorations	
Empty all trash cans and dispose of recyclable items	
Flush the toilet (in rooms with bathrooms).	
Tighten faucets to off (in rooms with sinks/showers)	
DO NOT TURN OFF HEATERS OR HEAT VALVES	
COMPLETELY CLOSE AND LOCK ALL WINDOWS	
Close window blinds	
Turn off lights	
Lock the door — remember your keycard or keys	