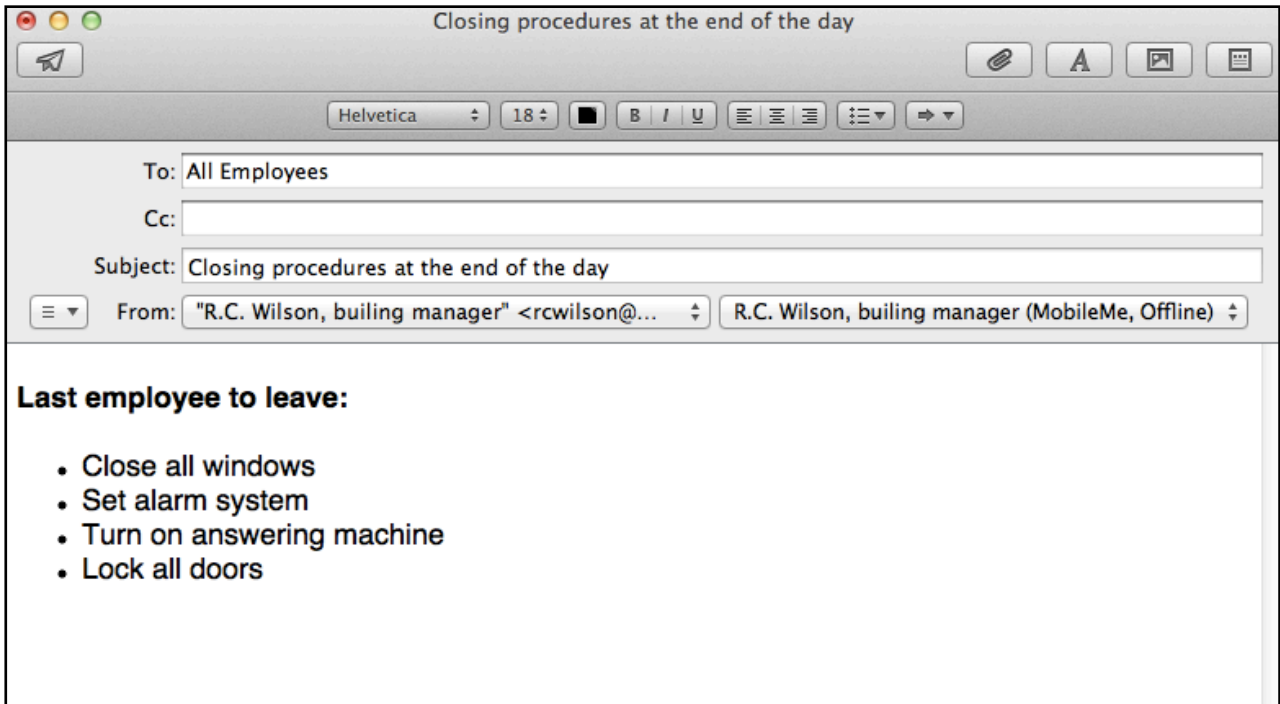


Office procedures



If you are the last to leave the office, please close all windows.