

OFFICE ENERGY CONSERVATION

1. Last out lights out: turn the lights off if you are the last person in a room.

2. Log off turn off: log off on your computer and turn off monitors at the end of the day

- Please **do not** unplug computers or printers
- Please **DO** turn off and unplug devices such as coffee pots, lamps, chargers, tv's, etc. when not in use

3. Try natural light: see if your office space is bright enough to work without turning the lights on

4. Take the stairs: when possible, take the stairs to burn calories and conserve electricity. How long can you go only using stairs?

5. Avoid space heaters: Space heaters are energy-intensive, and the heat produced will in turn cause the a/c to work harder to cool the space you are trying to warm. Try dressing in layers, so you can add or remove layers to your comfort level

Questions or ideas? Contact:

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