



# How can YOU help?

***Prior to Start of Interession Energy Savings Initiative (12/17) read through the materials posted on this website and call 442-3183 if you have any questions/concerns.***

- If required, make alternate work site arrangements with your supervisor and notify customers and coworkers.
- Ensure you are all set for working remotely. Refer to the Informational Technologies Services link on the main page for more information on how to setup your computer, VPN account, phone and voicemail.
- Be sure your Card Access is active so you can enter the buildings during the limited operations period.
- Make sure all the windows are closed and latched. Close the shades or blinds in rooms that are not going to be occupied during interession.
- Turn off lights, computer peripherals, and projectors and unplug other plugged-in devices in classrooms, labs, and conference rooms that will not be used during the interession period. (Leave your computer CPU plugged-in).
- Unplug copiers and printers in common area if not needed.
- Unplug any special equipment/device that can be safely turned off and is not required during the interession period.
- Make sure to turn off lights and unplug desktop printers, task lighting, chargers and other plugged-in devices in your own office, especially if you are planning to work remotely or take vacation time.
- Clean out refrigerators in the break room and unplug if not needed.
- Shutdown any fume hoods that are not required to be operational during interession. Make sure no chemicals or hazardous materials are stored under the hoods.
- Report any opportunity you identify for energy savings to Indu, Energy Officer at 442-3183.