Prior to Start of Intersession Energy Savings Initiative (12/20/2017) read through the materials posted on this website and call 442-3183 if you have any questions/concerns.

☑ Be sure your Card Access is active so you can enter the buildings during off-hours and weekends.

☑ Make sure all the windows are closed and latched. Close the shades or blinds in rooms that are not going to be occupied during intersession.

☑ 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 intersession period.

☑ 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 intersession 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 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 intersession. Make sure no chemicals or hazardous materials and stored under the hoods.

☑ Report any opportunity you identify for energy savings to Indu, Energy Officer at 442-3183.