



How can YOU help?

Prior to Start of Intersession Energy Savings Initiative (12/14/2022) read through the materials posted on this website and call 518-442-3183 or email ilnu@albany.edu if you have any questions/concerns.

- Be sure your Card Access is active so you can enter the building(s) where you plan to work.
- Talk to your supervisor about your work assignment and location.
- 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 will be away from your office for an extended duration.
- Clean out refrigerators in the break room and unplug if not needed.
- Close the sash on fume hoods when not in use. Make sure no chemicals or hazardous materials are stored under the hoods.
- If you have any concerns/questions about this Initiative or would like to request exemption from the Initiative for your space/building due to mission-critical work that cannot be performed remotely or at an alternate location on campus, or know of additional opportunity for energy savings, please contact Indu, Energy Officer at 518-442-3183 or ilnu@albany.edu.