Prior to Start of Intersession Energy Savings Initiative (11/26/2020) read through the materials posted on this website and call 518-496-3445 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.

☑ 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.

☑ 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 518-496-3445 or ilnu@albany.edu.