

# How You Can Help Save Energy



## Before you leave your office at the end of each day:

- ✓ Turn off the lights.
- ✓ Properly shut down your computer.
- ✓ Unplug or turn off the power strip monitors, speakers, personal copiers/printers, task lighting, chargers, and other devices.
- ✓ Close the windows and draw the shades or blinds in your office space.

## If you are the last person to leave a classroom, lab, or conference room:

- ✓ Turn off the lights.
- ✓ Properly shut down your computer.
- ✓ Unplug any special equipment/devices that can be safely turned off and is not required after-hours.
- ✓ Shutdown any fume hoods that are not required to be operational after hours. Make sure no chemicals or hazardous materials are stored under the hoods.
- ✓ Close any open windows.

## If you are the last person to leave the building:

- ✓ Turn off the lights in any unoccupied classrooms, labs, conference rooms, break rooms, and restrooms.
- ✓ Close any open windows you notice in the building.
- ✓ Turn off hallway and lobby lights, if appropriate.



## Power Down Fridays

On Fridays, try these additional measures to reduce your usage while in the office:

- ✓ Turn off the overhead lights and use task lighting or natural lighting instead.
- ✓ Unplug or turn off any power strip or plugged in devices that you can do without during the day.
- ✓ Take the stairs instead of the elevator.