7 Tips to Reduce Office Energy

Before leaving for vacation, sabbatical, or any other extended period of time

UNPLUG
Unplug unused electronic appliances (printer, monitor, etc.)

LOW POWER MODE
Set required equipment on low power or sleep mode

SET YOUR THERMOSTAT
Turn the temperature down in central cooling spaces and raise the temperature on window units

SEAL WINDOWS
Close the shades and ensure the windows are shut

LIGHTS OFF
Turn off all lights not in use

REPORT PROBLEMS
Report leaky faucets and other issues before you leave

RAISE AWARENESS
Share these tips to help reduce office energy use!