# Tips to Reduce Office Energy

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

# Penn Sustainability



# 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



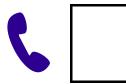
### **SEAL WINDOWS**

Close the shades and ensure the windows are shut



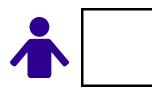
#### **LIGHTS OFF**

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!