



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!