

Energy & Water Saving Tips

Every Day Best Practices

- TURN OFF all lights and appliances including:
 - Overhead and desk light
 - Computer
 - Computer monitor
 - Individual printers, scanners, and other small electronics
 - Power strips
 - Fume hoods & safety cabinets
 - Televisions
 - Speakers
 - Unplug chargers
- In break rooms and conference rooms, turn off all lights and electronics such as computers, wireless keyboards and mice, coffee pots, TVs, radios, and overhead projectors.
- Hibernate shared network printers
- In residence hall rooms, keep the temperature between 68-76 degrees year round.
- Wear layers, use a lap blanket, and incorporate activity like taking the stairs to maintain warmth. Eliminate the use of space heaters and personal fans, which are banned for all Finance & Administration divisions.
- Shut any windows tightly to avoid letting cold or warm air creep into offices and dorm rooms
- Turn off faucets tightly and report leaks to [Facilities Management](#)
- Use a shared refrigerator and networked printer, instead of personal units, which are banned for all Finance & Administration divisions

Additional actions for Weekends, Holidays and Breaks

- UNPLUG or switch off plug power switch for all lights and appliances
- Clean out refrigerators and unplug them with the door propped open, or set to 42-46 degrees.
- Turn off all lights and close blinds.
- Water plants before you leave