CONSERVING ENERGY

• Turn off nonessential and decorative lighting, especially in unoccupied areas.

• Turn off computers, monitors, printers, copiers and lights every night and when not being used. If you can’t turn off the whole computer, turn off the monitor and printer.

• For optimal energy savings, set thermostats to 78 degrees for cooling in summer and 68 degrees for heating in winter; this will save 10-20 percent of cooling costs and 5-20 percent of heating costs.

• Make sure that all windows are closed and locked to keep out drafts.

• Notify the Work Order Center (ext. 2-3048) about overheating or malfunctioning windows and doors.

• Support the EcoPledge “Bulb Brigade” when they visit your office space.