



5 WAYS TO SAVE OFFICE

CHECK OUT THESE 5 WAYS TO SAVE AND APPLY THEM AT HOME AND AT WORK AS YOUR FACILITIES ALLOW.

1. Ask your Unit Energy Manager (UEM) to adjust or turn off the heat or AC when you are the last to leave your workspace.
2. Check that your windows are properly sealed so that heated or cooled air does not leak out. Report any drafty windows to your UEM.
3. Turn off the lights every time you leave a room, including kitchen areas, conference rooms, and offices. Make this a habit.
4. Change your settings so your computer goes into sleep mode after 10 minutes of being inactive, and if policy permits, shut down your computer prior to leaving work.
5. Ask your UEM about power strip use. Plug all computer accessories and other desktop electronics into a power strip, and turn the strip off when leaving for the day.

