



Energy Saving Checklist for Breaks and Holidays

- 1) Set the thermostat to the lowest temperature it will allow during winter, and the highest temperature it will allow during summer.
- 2) Unplug all shared electronic devices including printers, scanners, copiers, etc.
- 3) Unplug all personal electronic devices including computers, monitors, printers, power bars, etc.
- 4) Turn off lights in shared and personal areas including conference rooms, hallways, kitchens, storage rooms, etc.
- 5) Unplug all appliances in the kitchen including kettles, coffee makers, toasters, microwaves, etc.
- 6) Close all windows, curtains and blinds to help insulate the office and reduce heating/cooling needs.
- 7) For longer breaks, adjust the refrigerator's setting to reduce cooling demand once all food is taken out.
- 8) In meeting and conference rooms, ensure that all visual aid equipment is turned off and unplugged.
- 9) Share this checklist with your friends and co-workers!