

## **End of Day, Weekend, and Holiday Closing Energy Saving Tips**

See below for energy saving tips to reduce energy consumption while spaces have minimal occupancy or usage. Please keep these in mind prior to leaving classrooms, labs, and your office space at the end of a work day, prior to the weekend, and for extended periods of time the University is closed.

### **Shut off the following items:**

- ✓ Computers
- ✓ Monitors
- ✓ Printers
- ✓ Copiers
- ✓ Fax Machines
- ✓ Office Lights
- ✓ Desk Lamps
- ✓ Other Office/Classroom/Lab Equipment

### **Unplug the following items from electrical outlets:**

- ✓ Coffee Makers
- ✓ Cellphone Chargers
- ✓ Radios
- ✓ Power Strips

If you have any questions please contact Kara Pellerito, Energy Conservation Manager at ext. 5945.