



Energy Saving Tips for Classrooms, Labs, and Offices

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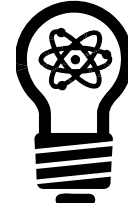
Tips to Reduce Water Usage

- Report toilets that keep running. Stuck valves waste at least 50 gallons of water a day.
- Report leaky faucets. Thirty drips a minute of water wastes 50 gallons of water a month.



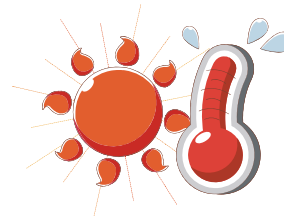
Tips to Reduce Electricity Usage

- Set refrigerator temperatures to 38-40° F.
- Locate refrigerators and freezers away from the heat registers, and stoves if possible. Leave two to three inches clearance around the back, sides, and top.
- Open the refrigerator door once to unload several items, instead of opening the door several times in a row.
- Turn off lights when you don't need them or exit a room.
- Use desk lamps for close-up work, and turn off unneeded lighting when possible.
- Unplug computers, TV's, stereos, cell phone chargers, lap top chargers, and other appliances when you are not using them. They consume power when they are not being used.
- Turn off computers, monitors, printers, copiers, and other equipment at night and on weekends.
- Use power management features on equipment and computers.
- Use central departmental coffee makers and refrigerators instead of personal units.
- Take advantage of natural daylight, and shut off lights that are not needed during the day.



Tips to Reduce Energy Usage of Heaters

- Do not block the heater units. Keep furniture and other equipment away from them.
- Keep your windows and doors closed.
- Do not store belongings on the top of the heater.
- To protect your electronic equipment, CD's, and other belongings keep them away from the heater unit.
- Close shades during warm weather. Close shades during cold weather at night. Keep the shades open during the day in cold weather for solar heat gain.
- Dress appropriately for the seasons and the comfort level of your work area.



REMEMBER TO RECYCLE!