



ENERGY SAVINGS TIPS: AT THE OFFICE



Use task lighting and shut off general/overhead lighting wherever possible.



Switch to LED lightbulbs.

Source: [Hawaii Energy](#).

If you are near a window, use natural daylight when possible.

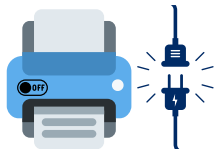
Source: [Hawaii Energy](#).



Use the ENERGY STAR settings in your computer and office appliances to power down when idle.

Remember to shut them off and unplug when you are finished at the end of the day.

Source: [ENERGY STAR](#)



When replacing electronics, consider ENERGY STAR or energy efficient equipment.

Source: [ENERGY STAR](#)



Close window blinds to block direct sunlight to reduce cooling needs during warm months.

Exterior window covers are most effective to block sunlight on south-facing windows.



Use the stairs instead of the elevator. It's also a great way to get some exercise in the office.

Resource: [Blue Zones Project](#)



Address maintenance and operations concerns to avoid increased energy and water usage, as well as increased utility bills.

If you see something, report it to the office and/or facility manager.

Resource: [SEDAC | University of Illinois, Urbana-Champaign](#)

