








## ENERGY USE TIPS



*You make a difference when you save energy*

-  Use daylight when possible and turn off lights when not in use.
-  Use task (desk-top) lighting only - when possible.
-  Be sure to turn off your monitor before leaving work each evening. Where applicable, computers should be turned off as well.
-  Use the stairs when possible.
-  Turn off personal radios, VCRs and other appliances when not in use.
-  Turn off space heaters when not in use; unplug during summer months for safety purposes.
-  Set thermostat to 78 degrees or higher in the summer when the office is occupied, and 85 degrees or off after business hours.

*If you have an energy saving tip that you would like to share, please e-mail the "Green Team"*

