



Lead by Example with Smart Energy Choices

Here is a simple checklist of energy conservation and efficiency measures to use at work:

- Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights.
- Switch off all unnecessary lights.
- Use natural lighting when possible.
- When working late, use task lighting to directly illuminate work areas.
- Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)
- If possible, turn off your office equipment and or computer monitors at the end of the work day.
- Use efficient ENERGY STAR® products.
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.
- Photocopy only what you need.
- Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Carpool, bike, or use mass transit when commuting to work.
- To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are pumped up.
- Use durable coffee mugs instead of disposable cups.

