To: Campus Community, Students, Faculty and Staff

Topic: Campus Energy Conservation Measures

Policy: The Campus Community must work together to reduce energy costs reminding each other when necessary to conserve.

Heating / Cooling:
1. Please respect the Climate Task Force’s heating policy of 68-72 degrees
2. Turn down the heat instead of opening the windows
3. Keep the exterior doors and windows closed during the heating and cooling seasons
4. Make sure storm windows are closed during the heating and cooling season
5. Report any damaged windows and doors to Buildings and Grounds
6. Everyone has a different “Comfort Threshold”, please dress appropriately for the weather and your office/ room set point temperature.
7. Please dress appropriately and avoid the use of portable space heaters. This will help energy costs and reduce the possibility of an accidental fire.

Electricity: Turn it off..... Every time
1. Turn off the lights when you leave the room.
2. Turn off and unplug all unused appliances and equipment when leaving a room. (all appliances and equipment continue to draw energy even if left off)
3. In Smart classrooms please make sure the IT equipment is turned off after use. This saves energy and extends equipment life. An example is projectors, this saves on energy usage and projector bulb life, each bulb costs $250.00
4. Program you computer or laptop when not in use to Energy Saving mode or sleep mode.
5. Share a refrigerator
6. Share a printer
7. Participate in the Campus light bulb exchange program. Trade in your incandescent bulb for a high efficient compact fluorescent
8. Use a power strip, this is a great way to turn on, off and monitor the use of multiple chargers and equipment. It also helps comply with our Fire Safety Regulations when it comes to extension cord use.