



HOLIDAY SHUTDOWN CHECKLIST

Energy generation from fossil fuels is the number one contributor to climate change. Conserve energy while you are away, and help AU meet our goal of carbon neutrality by 2020 while saving thousands of dollars.

LIGHTS

Lighting accounts for the largest use of energy in most commercial spaces.

- Turn off all lights in the office space. Remember to turn off desk lamps, overhead lights, and those in common spaces such as kitchens, bathrooms, and hallways.

PLUG LOADS

Many items still draw electricity even when turned “off.” Appliances such as microwaves, computers, printers, TVs, DVD players, and many others use a few watts of phantom power even when fully turned off. Look for any devices with clocks, lights, or remote controls as probable energy vampires and unplug them.

- Computers
- TV/DVD player
- Water cooler
- Coffee maker
- Mini-fridge, once defrosted
- Microwave
- Printers and copy machine
- Clock/Radio/Speakers
- Other personal appliances

HEATING AND AIR CONDITIONING

There's no need to heat or cool unoccupied space.

- If the office shares a thermostat, set it way back: Set heating to 50-55 degrees for the long winter break.
- If each office has a heating/cooling unit, be sure it is completely turned off and unplugged if possible.
- In the winter, open curtains or blinds to naturally heat the space. In summer, close window coverings to prevent unnecessary heat gain.
- Check that all windows are tightly closed.

Take your office to the next level of energy conservation and sustainability, and sign up for the Green Office program at www.american.edu/greenoffice.