

| HOLIDAY ENERGY SAVING CHECKLIST

- Unplug all kitchen/ break room appliances, such as microwaves, coffee makers, and kettles etc.
- Unplug all office appliances and devices including lamps, televisions, computers, printers, chargers, space heaters etc. Even when electronic devices are not being used, they still consume energy when plugged in, a concept called a “phantom load”. If all of the devices are plugged into a single power strip, simply flip the switch to off.
- Remove all perishables from the fridge and increase the temperature to the maximum setting possible. Higher temperatures tend to need less energy to sustain.
- Lower your thermostat to 60 degrees in the winter or raise it to 85 degrees in the summer. This will prevent unnecessary heating/cooling while you are away. If you need assistance or have questions, call the Facilities Customer Service Center at [585-273-4567](tel:585-273-4567).
- Close your windows and blinds to keep heat from escaping your room and building.
- Close all doors to contain conditioned air.
- Turn off all your lights.

Consult you Department Administrator to find out if there are department specific guidelines you need to follow before you leave for your break.