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GREEN!

Take charge! Small steps faculty, staff, and students can take to work “greener”

Shut lights off when you leave. When you leave your workspace for extended periods, switch off the lights.

Use classrooms and auditoriums during normal operating hours. Nights and weekends, these rooms are programmed to “setback” to cooler temperatures that conserve energy. Eliminate the need to adjust these temperatures by scheduling events for workday hours.

Scale the stairs. Rather than relying on elevators, use your muscles and burn calories.

Bundle up. Portable space heaters are prohibited. Instead, bring a sweater and wear seasonally appropriate footwear.

Turn the thermostat down. If possible, turn thermostats down (60 degrees) when leaving the office (for extended periods and at the end of the day). When you’re in, set the thermostat to 68 degrees.

Unplug. Many appliances still draw a charge when not in use. Plug appliances (printers, cell-phone chargers, computers, etc.) into a power-strip that you turn off at the day’s end.

Make the most of heat. Move equipment and office materials away from wall convection units to allow air to properly circulate heat. Shut windows and blinds when leaving the office at night (drawn shut blinds can help curb heat loss through glass windows).

Shut down. Power down your computer and printer when leaving your office for the day. If leaving for 30 minutes or more, simply shut off your monitor.

Think before you print. Before you print, consider whether an electronic version will suffice.

Disable your screensaver. If you use a screensaver, disable it. Screensavers can delay the computer from switching into pre-programmed, power-saving sleep modes. However, make sure you don’t disable password-protection on your computer.

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