

## **Energy Saving Tips**



### **Summer 2016**

Faculty, staff and students need to use energy efficiently. This means turning off the lights in a room that's not being used. Make sure you turn off or unplug any electronic device that is not being used. Also, windows and exterior doors must be kept closed to prevent the loss of conditioned air.

#### **Building Resource Management**

Windows and doors should be kept closed in areas that have mechanical cooling. Gym exhaust fans are to be turned off when the A/C unit serving that area is operating. Computer monitors, smart boards and projectors should be turned off when not in use and printers should be turned off at the end of the day. Make sure all personal electronic devices are unplugged while we are on break.

#### **Lighting**

Whenever in the schools facilities, make sure you only use the lights in the room you are working in. It is very important that you keep the lights off in rooms that are unoccupied.

**TO ANYONE WHO USES OUR GYMNASIUMS, MAKE SURE YOU ONLY TURN ON THE FLOOR LIGHTS AND BE SURE TO TURN THEM OFF WHEN YOU ARE FINISHED.**