



Office Energy Saving Tips



1. Dress appropriately for current weather conditions. Dress warmly for colder winter months and cooler for the warm summer months
2. If you are experiencing a hot/cold issue in your building contact Facilities Services ext. 1-3000 or gvsu.edu/facilitieservices/
3. Turn off your lights and other electronics when you are done with them or when you leave the room. (weekends, Holiday breaks, etc.)
4. Computers:
 - a. Use a screen saver
 - b. Use sleep/standby mode
5. When buying electronics: Search for the EPA's energy star logo.
6. Use blinds to your advantage
 - a. Open for natural lighting
 - b. Close for avoiding heat buildup
7. Never leave a door propped open.
8. Close windows and doors on days that require heating and air conditioning.
9. It costs \$\$\$ to drive around looking for a parking space. Plan ahead, car pool, walk further, etc.
10. Use CFL whenever possible.
11. Use task lighting with main lights off when possible.
12. Think twice before printing out e-mails or other articles to avoid wasting paper and that energy. Double sided copies do serve a purpose.
13. Space heaters waste energy, use of them should be avoided. If you have trouble with heating, place a work order in at services so the problem can be addressed.
14. Please report leaky faucets, broken water fountains and running toilets to reduce water use/waste.
15. Use rooms for intended purpose, for a small group (2-3) use small conference rooms or office instead of using a large conference room.