



Do you know that October is National Energy Awareness Month? Here are some helpful tips for energy conservation within our spaces:

- Switch off all unnecessary lights. Use dimmers, motion sensors, or occupancy sensors to automatically turn off lighting when not in use to reduce energy use and costs.
- Turn off lights when you leave at night. Use natural lighting or daylighting. When feasible, turn off lights near windows.
- Use task lighting; instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
- Close or adjust window blinds to block direct sunlight to reduce cooling needs during warm months. Overhangs or exterior window covers are most effective to block sunlight on south-facing windows.
- In the winter months, open blinds on south-facing windows during the day to allow sunlight to naturally heat your workspace. At night, close the blinds to reduce heat loss.
- Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).
- Turn off your computer and monitors at the end of the work day, if possible. If you leave your desk for an extended time, turn off your monitor.
- Turn off photocopier at night or purchase a new copier with low standby feature.
- Save paper. Photocopy only what you need. Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Use coffee mugs instead of disposable cups.

For more information on energy saving tips visit <https://www.energy.gov/eere/femp/energy-awareness-month>