



ENERGY EMERGENCY

REQUIRED ENERGY CONSERVATION CHECKLIST

THINGS YOU NEED TO DO ON DAY OF EVENT

LIGHTING:

1. Turn off all lights in unoccupied areas.
2. Turn off all overhead lighting in building areas receiving adequate daylight. (office areas, shops, warehouses, and hangars).
3. Reduce overhead lighting in building areas wherever possible by switching off individual rows or banks of lights.
4. Use task lighting instead of overhead lighting wherever possible.

AIR CONDITIONING:

1. Reduce air conditioning by setting your thermostats no lower than 78° F.

SHOP EQUIPMENT:

1. Shift energy-intensive activities normally done during peak hours (from 1400 to 1800), to the morning hours before 12:00 noon. (Especially heavy machinery).
2. Turn off all unnecessary or unused equipment for the duration of this energy event.
3. Turn off all equipment when away from your workspace.

COMPUTERS AND OFFICE EQUIPMENT:

1. Turn off: computers (including NMCI), monitors, speakers, and peripherals, which are not needed for the duration of this event.
2. Shut down all printers, copiers, plotters and other office equipment not being used.

APPLIANCES:

1. Turn off and/or unplug all personal coffee pots, community coffee pots, warmers and other related devices for the duration of this event and before leaving for the day.
2. Turn off all radios, electric fans and any other personal devices, for the duration of this event and before leaving for the day.

Contact your NBVC Energy Program Office at the number below for further assistance:

982-4075

<https://www.cnvc.navy.mil/Ventura/Programs/PW-EnergyProgram/index.htm>

YOUR COOPERATION IS HIGHLY APPRECIATED