



- 1 Turn computers and computer monitors off at night and during the day when they aren't being used for extended periods of time. Make it easy to shut monitors and computer peripheral equipment off by plugging everything into a power strip with an on/off switch.
- 2 Get into the habit of turning off lights when you leave a room.
- 3 Use natural daylighting and reduce or eliminate artificial lighting when possible.
- 4 When the weather permits, open windows to take the place of air conditioning. Turn off window air conditioners when you leave a room for several hours.
- 5 Use task lighting when you need lighting in one small area and then reduce background or ambient light levels.
- 6 If you specify or order energy-using equipment, follow the law. Federal purchasers are required to order equipment that meets ENERGY STAR or Federal Energy Management Program guidelines for energy efficiency.
- 7 Keep air compressors and other shop equipment off when not in use.
- 8 Report lights left on when they are not needed to your base energy team. Automatic controls or a different type of lighting system may fix the problem. If you can't find a light switch, report it.
- 9 Always keep doors and windows closed when the heat or air conditioning is on.
- 10 Make sure sleep mode features are enabled on all office equipment.