



Office power savings checklist



In the evening:

- All lights off (including bathrooms)
- Copiers turned fully off
- Manual thermostats set back (85° summer, 55° winter)
- Computers shut down or hibernated
- Printers and other office equipment turned off
- Power strips for desktop loads turned off
- Blinds or curtains shut

In the morning:

- Lights on as needed
- Copiers turned on and put in energy saver mode
- Thermostats set if manual set backs in use
- Computer, printers, and other office equipment turned on as needed
- Blinds or curtains open



Office closing checklist



Area: _____

Available at:

<http://www.nyu.edu/sustainability/advocates/officeclosingchecklist.pdf>

Lights

-
-
-
-
-
-

Workgroup copiers/printers

-
-

Thermostats

-

Blinds/drapes

-
-
-

Individual offices

request that users do the following when they leave:

- computers shut down or hibernated
- power strips turned off where possible
- lights off
-

Recycling

-

Other

-