



HOLIDAY AND WEEKEND CHECKLIST



If you'll be out of the office (or your dorm room) for more than a day or two, follow these steps to make sure you're not wasting energy or water while you're away!

POWER DOWN OR UNPLUG ALL NON-ESSENTIAL APPLIANCES:

- ▶ Computers
- ▶ Monitors
- ▶ Printers and speakers
- ▶ Microwaves
- ▶ Coffeepots

SWITCH OFF POWER STRIPS

TURN OFF VIDEO DISPLAYS AND ELECTRONIC SIGNS IN COMMON AREAS

CLOSE LABORATORY FUME HOODS

IF YOU CONTROL YOUR THERMOSTAT:

- ▶ Winter: turn thermostat down to its lowest setting
- ▶ Summer: turn thermostat up to its highest setting

SHUT WINDOWS TIGHTLY

CLOSE CURTAINS OR LOWER BLINDS FOR ADDED INSULATION

TURN OFF FAUCETS TIGHTLY AND REPORT ANY LEAKS

WATER YOUR PLANTS

TURN OFF THE LIGHTS (EMERGENCY LIGHTING WILL REMAIN ACTIVE)

HAVE AN ENJOYABLE AND SAFE BREAK!



A CSU SUSTAINABILITY MOVEMENT



FAST

Facilities / Architect / Safety / Technology

