

ENERGY AWARENESS BULLETIN (6/03)

SIX EVERYDAY ENERGY CONSERVATION TIPS FOR TENANTS

1. Turn off all unnecessary lights and systems, especially those in unused offices and conference rooms;
2. Enable the “Energy Star” feature on computers, which causes them to “go to sleep” when not in use;
3. Turn off perimeter lighting not needed for security or liability reasons;
4. Check that thermostat readings are not being distorted by “hot zones” below thermostats and above heat-generating office equipment; and
5. Turn off all unnecessary or infrequently used office equipment (e.g., printers and copiers) and consider using a central printer or copier; and
6. Invest in energy-efficient products.