Lead by Example with Smart Energy Choices

Here is a simple checklist of energy conservation and efficiency measures to use at work:

☐ Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights.

☐ Switch off all unnecessary lights.

☐ Use natural lighting when possible.

☐ When working late, use task lighting to directly illuminate work areas.

☐ Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)

☐ If possible, turn off your office equipment and or computer monitors at the end of the work day.

☐ Use efficient ENERGY STAR® products.

☐ Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.

☐ Photocopy only what you need.

☐ Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.

☐ Carpool, bike, or use mass transit when commuting to work.

☐ To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are pumped up.

☐ Use durable coffee mugs instead of disposable cups.

Prepared by the National Renewable Energy Laboratory (NREL), a national laboratory of the U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy; NREL is operated by the Alliance for Sustainable Energy, LLC.

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