Green Office Winter Holiday Conservation Check List

- Turn the lights off when leaving the office for any period of time
- Keep thermostat at the campus mandated settings when unoccupied: 60 for heating and 85 for cooling
- Office blinds are closed at night during cold weather to reduce energy loss
- Do not leave windows open during winter months
- Ensure that all faucets and shut off before leaving the office
- Technology is set to sleep mode or ultimately unplugged when leaving office for extended time period
- Make sure vents are not obstructed

http://sc.edu/green/office