



Your Building is Going Green

Energy Saving Tips for Tenants

We can all contribute significantly to reducing the energy usage in our building. Below are energy saving tips and ideas that we invite each tenant to explore:

LIGHTING

- Turn off lights when not in use.
- Use task lighting versus overhead lighting when possible.
- Consider designating an “energy police” employee – one that can make rounds at the end of the day and shut off lights and equipment that were mistakenly left on.
- Turn off perimeter lighting during the day time.
- Turn off decorative lighting when possible.

HEATING AND COOLING

- Shut blinds and curtains during the day, especially on sunny days.
- Turn off equipment such as printers, copiers and computers when not in use.
- Enable energy saving features on all equipment.
- Consider purchasing energy efficient equipment with future purchases.
- Wear comfortable clothing and dress accordingly with the weather of this season.

We ask that you to spread the word about conserving energy in your workspace. For more information, contact the Management Office.