



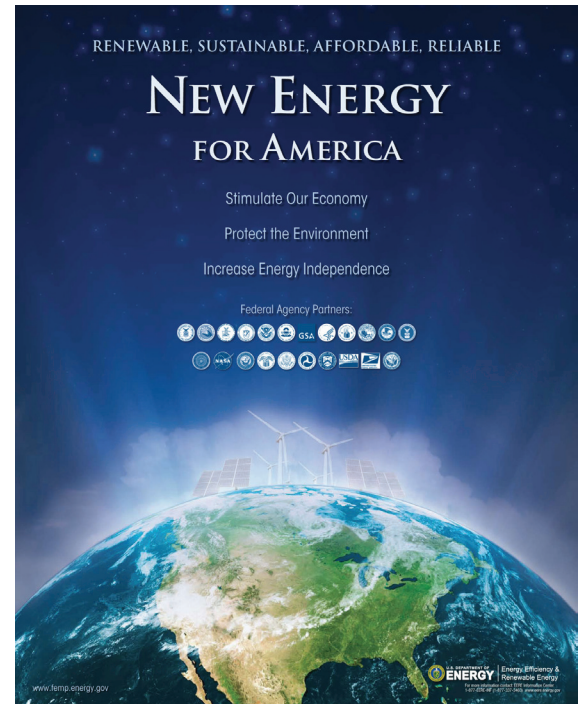
U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy

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.



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