

# Sustainable Office

## *Top Ten Steps to Save Energy*



1. Turn lights off when leaving- or when you don't need them.
2. Switch your desk lamp lights- Compact fluorescent light bulbs use 75% less energy than regular incandescent light bulbs. E-mail [sustainability@brandeis.edu](mailto:sustainability@brandeis.edu) for a bulb swap.
3. Use sun light during the day for lighting- it can warm up the room in the winter too. In the summer months close the shades.
4. Set your computer to sleep after 10 minutes of inactivity. Screensavers do not save energy – but sleep mode does.
5. Avoid vampires. Chargers, printers, scanners, and other electronics are “vampires.” They draw electricity even when you're not using them. A power strip is an easy way to shut off them off while you are gone.
6. Reduce, Reuse, Recycle! You will save energy use by reducing production and transport of new materials and waste.
7. Use public transit or carpool to work and off campus meetings.
8. If buying appliances make sure they are ENERGY STAR labeled.
9. Keep windows closed in the winter.
10. Regulate your heat with the heater dial if you have one- submit a work order if the heat control is not working properly.



*The cleanest energy is the energy not used!*