



## Employee Energy Conservation Checklist

*When everyone does his or her share, there is a significant cumulative impact that can lower energy consumption and reduce waste in our workplace.*

### LIGHTING

1. Switch off unnecessary lights
2. Turn off lights when you leave a room (the office, the bathroom, conference room, etc.)
3. Use natural lighting (daylighting) when possible
4. Use task lighting rather than overhead lighting
5. Turn off lights when you leave at night

### HEATING/COOLING

1. Open blinds during cold months; close blinds during warm months
2. Uncover heat/air vents

### ELECTRONICS

1. Turn off computers, copiers and printers when you leave for the day
2. Turn off screen savers; they don't save energy
3. Unplug equipment when not in use (chargers, fans, coffeemakers, desktop printers, radios, portable heaters, etc.)

### WASTE (Reduce, Reuse, Recycle)

1. Save paper; print paper double sided and use the back sides of paper for drafts
2. Communicate via email and use PDFs instead of paper (or paper faxes) whenever possible
3. Use coffee mugs or refillable water bottles rather than disposable ones
4. Recycle toner cartridges for printing and copying
5. Reuse folders, file clips and covers
6. Recycle

### WATER

1. Save water; completely turn off faucets, report leaks or running bathroom toilets

### TRANSPORTATION

1. Utilize video conferencing instead of travel if you can
2. Carpool, share rides, avoid unnecessary trips

**YOUR IDEAS:** Communicate with your co-workers about ways to "green" your workspace.

**JOIN THE GREEN TEAM!** Email your interest to [ClaudiaV@townofcortlandt.com](mailto:ClaudiaV@townofcortlandt.com)