

Break Power Down Checklist

Before you leave for Fall Break, remember to unplug and power down to reduce campus energy consumption. Here are a few simple things help reduce energy use:

- Pull the plug on:
 - Power strips
 - TVs, microwaves, coffee makers, other appliances
 - Digital clocks, task lighting, desk lamps

When appliances are plugged in, they still use energy even if they are off.

- Turn off all lights and anything you can't unplug
- Close blinds to retain heat, but you can open south-facing curtains or blinds to allow sunlight to naturally heat your area
- Turn down the heat if there are individual controls available
- Turn off your computer, printer, or speakers, but check with your computer support staff first. (Ok to do for a home computer)
- Also, if you have maintenance problems with windows, extreme temperatures, etc., report them to the Work Control Center at 335-5071 for campus offices or call 159 internally for University Hospitals and Clinics.

