

Energy Conservation Checklist

Throughout the day

- Use natural sunlight to reduce the need for other lights
- Turn off overhead lights in favour of smaller task lights
- Unplug chargers when not in use
- Program PC to power down/enter sleep mode when idle
- Turn off lights in unoccupied spaces (meeting rooms, washrooms, etc.)
- Close blinds on hot days/open blinds on cold days
- Leave the thermostat alone and did NOT increase level of heating/cooling
- Set-back the thermostat to help save heating/cooling
- Avoid pressing the button to open doors
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At the end of the day

- Turn off lights
- Shut down computer/laptop
- Power off/unplug personal printers/label makers, etc.
- Turn off monitor
- Switch off powerbar
- Unplug personal heater or fan
- Close windows
- Close blinds
- Turn off coffee maker
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MANITOBA
RACE TO
REDUCE
THE SMART ENERGY BUILDING CHALLENGE