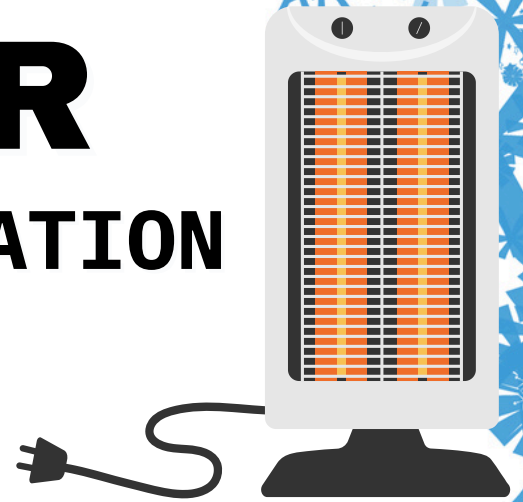




# WINTER

## ENERGY CONSERVATION CHECKLIST



### During the workday:

- ☐ Use an **electric blanket or blanket** instead of a space heater to keep warm. An electric blanket uses up to 90% less energy than a space heater!
- ☐ **Open blinds and curtains** during the day to allow sunlight through the windows.
- ☐ **Keep windows closed** to avoid letting cold air into the building.

### When leaving for the night/weekend/break:

- ☐ **Turn off and unplug appliances** in both offices and common spaces. This includes computer monitors, space heaters, desktop printers, coffee makers, microwaves, power strips, and mini fridges.
- ☐ **Close windows and window coverings** to retain heat inside the building.