



## WATER WASTE



### Leaky faucets or running toilets

- Report any leaks, drips, or constantly running toilets to your office or facility manager.



### Landscaping watered in the middle of a hot day or after rainfall

- Talk to your office or facility manager about adjusting the irrigation schedule.



### Old inefficient fixtures

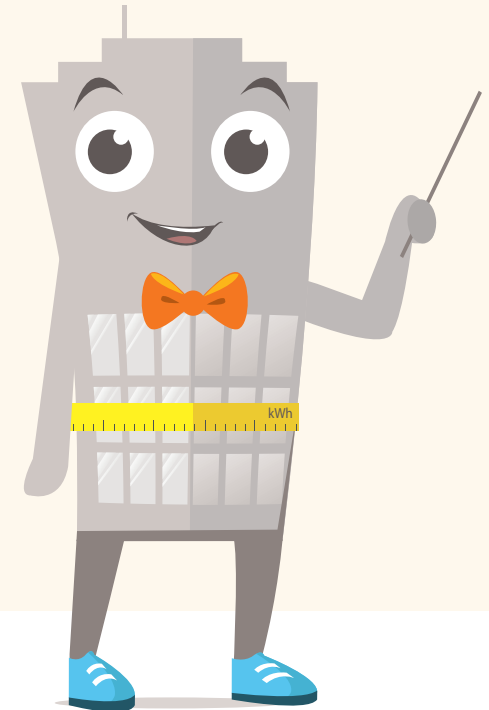
- Suggest WaterSense labeled fixtures.

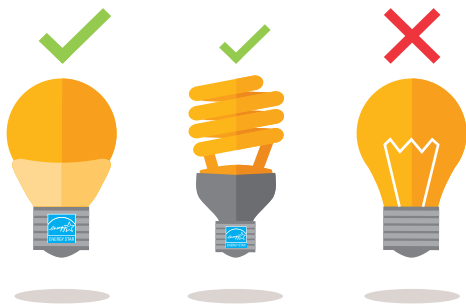
[www.epa.gov/watersense](http://www.epa.gov/watersense)

Find WaterSense labeled fixtures and products.



## SPOTTING ENERGY & WATER WASTE





## LIGHTING



### Lights left on in empty rooms

- **Turn off the lights** if you can, and remind your coworkers to do the same.
- If you suspect a motion sensor isn't working as intended, **report it to your facility manager**.



### Lights on when daylight is sufficient

- **Try daylighting!** Turn off artificial lights and work by daylight. (Be sure to check with your coworkers before turning the lights off in common areas.)



### Old incandescent bulbs

- **Your personal desk light:** Replace the bulb with an ENERGY STAR certified LED bulb.
- **A building light:** Report the incandescent bulb location to your office manager or facility manager.

[www.energystar.gov/lighting](http://www.energystar.gov/lighting)



## HEATING/COOLING



### Space heaters

- **Take the space heater home.** If the room is just slightly chilly, bring a sweater to work. If the temperature falls below 68°F, notify your office manager or facility manager that the space is too cold.



### Blocked air vents

- **Remove debris from the vent.** If furniture or large equipment is blocking the vent, notify your office manager or facility manager.



### Drafts

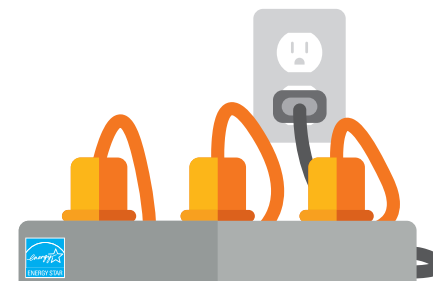
- Notify your office manager or facility manager and **report the location of the draft**.



### Excessively hot or cold rooms or offices

- Notify your office manager or facility manager and **report the location of the room**.

[www.energystar.gov/buildings](http://www.energystar.gov/buildings)



## PLUG LOAD



### Computers and other electronics left on overnight

- **Turn off your computer** when you leave, and remind your coworkers to do the same.
- **Talk to your office or facility manager** about instating a "shut-down" policy.



### Electronic devices left plugged in with a full charge

- **Plug appliances into a smart power strip** that cuts off power to unused appliances.
- **If you don't have a smart power strip**, talk to your office or facility manager about having them purchased and distributed.



### Computer is "awake" during long periods of inactivity

- Remember to activate your computer power management settings, and **remind your coworkers to do the same**.
- Talk to your office or facility manager to see if the IT department can **activate settings universally**.

[www.energystar.gov/products](http://www.energystar.gov/products)

