

People.Power.Planet



RESIDENCE HALL CHECKLIST



COLORADO SCHOOL OF
MINES

It doesn't take a lot to *do* a lot.

It's easier than you think to save energy and reduce waste. Everyone can do their part.
Lead the way and inspire others to join you:

DAILY

- Turn off lights when not in use
- Use task lighting instead of overhead lighting whenever possible
- Use LEDs instead of incandescent light bulbs
- Maximize natural lighting by opening blinds
- Recycle when possible
- Use coffee mugs and reusable bottles instead of disposable cups
- Set your computer to sleep mode when you step away for an extended period
- See your IT department about policies and methods to use power management settings on your computer and monitor
- Minimize personal appliances in your residence hall room or share with a friend
- Turn off TVs, stereos, and other items when you leave your room
- Keep computers, printers, and other electronics away from thermostats
- Keep air vents clear of paper, files, and office supplies
- Dress in layers and appropriately for the weather
- In cold weather, make sure all windows and outside doors are shut tightly
- Don't use personal heaters—if comfort is an issue, report the problem to your building staff
- If possible, use stairs instead of elevators and escalators
- Notify building management if you see any issues with drafts around windows or exterior doors
- Report any leaks, abnormal noises, or issues with ventilation to building staff

BREAKS & HOLIDAYS

You can talk to maintenance and facility staff to get their help to:

- Clean and turn down lounge or personal refrigerators
- Set thermostats to unoccupied building guidelines
- Close all blinds and curtains
- Turn off all appliances and electronics and unplug if possible
- Turn off computers and peripheral equipment

NOTES: _____

You'll be surprised how much these little changes can make a big difference. See how much the campus is doing to save energy and reduce waste at mines.peoplepowerplanet.com.