

## Resource Management for Occupants



### BUILDING ENVELOPE

- Keep windows and doors closed when possible.
- On hot days use blinds, shades, and draperies on the sunny side of your rooms to help keep your building cool.
- At the end of the day, close drapes to reduce heat loss at night, weekends and holidays.
- Dress appropriately for the weather. Some people are uncomfortable even when the building is working correctly.



### WATER

- Don't let the water run when not in use.
- Report any leaks you may see or other water problems (toilets running, sprinklers that water sidewalks, etc.) Use MegaMations™ to enter a work request.



### HEATING, VENTILATION & AIR CONDITIONING (HVAC)

- Understand how to use the thermostat that controls your space. Contact Facilities for information on how to properly use your thermostat. Tampering with programmable thermostats may cause the building's system to operate excessively during unoccupied periods.
- If you are having comfort problems, contact Facilities to perform an indoor air assessment. Facilities will determine whether additional heating/cooling is necessary.
- If additional heating is recommended, use an energy-efficient radiant heater. They use a fraction of the energy that other portable heaters use, and they are much less of a fire hazard. As always, make sure to unplug the heater when you leave.
- Use the over-ride switch on a thermostat to receive heating and cooling during off hours. Contact Facilities for information on how to properly use the after-hours override system. As always when you leave, return the thermostat to the original temperature to avoid wasting energy.



## LIGHTING

- Turn lights out when you are the last person to leave the room.
- Use daylighting when possible. Turn out the set of lights near the window if there is enough daylight.
- If you are concerned about the lighting in your area, contact Facilities regarding a lighting assessment for your area.
- The Allied Health Building has a “smart” lighting system. Contact Facilities for information and/or training for this system.



## PLUG-IN ITEMS

- At the end of each workday, turn off computers, monitors, task lights, coffee pots and other personal appliances. Turn the equipment off sooner if no additional use is expected.
- Avoid placing office equipment near thermostats.
- Eliminate use of hot plates, coffee pot, mini fridges and microwaves in cubicles
- If you have holiday lights, use LEDs.



## RECYCLING/COMPOSTING

- Use correct recycling bins (paper, metal, plastic etc.)
- Use paper products sparingly. Set printer default to “double sided”.
- Use electronic communications and data storage wherever possible, instead of paper. CCs can be sent electronically.
- Bring a coffee cup to work instead of using paper cups.
- For more information on recycling, contact Facilities.
- Your Facilities Department encourages food composting. There are Composting Centers in the East building cafeteria, and the Allied Health building near the elevators
- If you would like to request a composting center in your area, contact your Facilities Department.
- Whenever possible, purchase reusable, not disposable, products. When buying items think about the amount of waste that will result and what parts could be recycled. It is best to limit both waste and recycling in your purchasing options. Buying bulk and utilizing reusable containers and bags works best.