



# 5 WAYS TO SAVE THE ENVIRONMENT

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You have the power to support the mission AND the environment through the efficient use of energy resources.

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**CHECK OUT THESE 5 WAYS TO SAVE ENERGY AND WATER TODAY.**

1. Take a shorter shower. Every minute in a running shower requires 2.5 gallons of water.
2. Adjust the thermostat when you leave for the day. Setting your thermostat back 10-15 degrees for 8 hours can save about 15 percent in annual heating costs.
3. Change your television picture setting to “standard.” “Vivid” or “retail” settings can consume up to 20 percent more power.
4. Use a power strip. Electronics plugged into the wall draw power even when turned off; instead, plug them into a power strip and turn it off when not in use.
5. Replace an incandescent light bulb with a Compact Fluorescent Bulb (CFL) or Light-Emitting Diode (LED) – it will give you 20,000 more hours worth of light.



# 5 WAYS TO SAVE HEATING/AIR CONDITIONING

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## DID YOU KNOW?

Setting your thermostat back 10-15°F for 8 hours can save about 15 percent in annual heating costs. Together, heating and cooling make up about 46 percent of annual household energy costs.

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CHECK OUT THESE 5 WAYS TO SAVE AND APPLY THEM AT HOME AND AT WORK AS YOUR FACILITIES ALLOW.

1. If technology permits, set your thermostat temperature slightly higher in the summer and slightly lower in the winter – even just 2 or 3 degrees will make a big difference in saving energy.
2. Ask your Unit Energy Manager (UEM) how to turn off or turn down the heat or AC when you leave your room or workspace.
3. Close window blinds on hot, sunny days to minimize solar heating and to keep your space cool. Open blinds on cool, sunny days to heat your space naturally.
4. Ensure that your windows are properly sealed so that heated or cooled air does not leak out. Report any drafty windows to your UEM.
5. Dress for the season as regulations permit. Wear layers to manage body temperature, and have a jacket or polypro available if a space is cool.





# 5 WAYS TO SAVE WATER

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## DID YOU KNOW?

Water is used to cool power plants that generate electricity. So every time your computer or lights use energy, water is being used too. In fact, it takes 3,000 to 6,000 gallons of water to power one light bulb that's left on 12 hours a day for a year. Turning out the lights saves water and energy!

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**CHECK OUT THESE 5 WAYS TO SAVE AND APPLY THEM AT HOME AND AT WORK AS YOUR FACILITIES ALLOW.**

1. Take shorter showers.
2. Report leaky pipes, faucets, shower heads, or water fountains to your Unit Energy Manager (UEM).
3. Do not leave the water running while washing your face, shaving, brush your teeth, or doing dishes.
4. Water lawns and gardens only when necessary, and water during cool parts of the day to minimize water evaporation from the heat and sun.
5. Only run the dishwasher or the washing machine with a full load.





# 5 WAYS TO SAVE LIGHTING

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## DID YOU KNOW?

LED light bulbs can last more than 25 times longer than traditional light bulbs, and they use energy far more efficiently - incandescent light bulbs waste 90 percent of their energy as heat instead of light.

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## CHECK OUT THESE 5 WAYS TO SAVE AND APPLY THEM AT HOME AND AT WORK.

1. Turn off the lights every time you leave a room, including kitchen areas, conference rooms, and more. Make this a habit.
2. Use task lighting (desk lamps, standing lamps, and table lamps) instead of large overhead lighting.
3. Take advantage of natural daylight by opening blinds and working near windows.
4. Replace old incandescent light bulbs with Compact Fluorescent Light Bulbs (CFLs) or Light-Emitting Diodes (LEDs), which are more energy efficient and last much longer.
5. When painting, consider lighter colors, which reflect light and make rooms look brighter.





# 5 WAYS TO SAVE COMPUTERS

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## DID YOU KNOW?

In the average home, 75% of the electricity used to power electronics is consumed while products are turned off. The average household spends \$100 a year powering appliances not in use.

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## CHECK OUT THESE 5 WAYS TO SAVE AND APPLY THEM AT HOME AND AT WORK.

1. Change your settings so your computer goes into sleep mode after 10 minutes of being inactive.
2. If policy permits, shut down your computer prior to leaving work.
3. Turn your monitor off if you will be away from your computer for more than 30 minutes.
4. Plug all computer accessories and other desktop electronics into a power strip, and turn the strip off when leaving your home or office for the day.
5. Reduce the brightness on your laptop or monitor to use less power.

