

5 WAYS TO SAVE OFFICE

MARINE CORPS ENERGY

- 1. Turn the heat or AC down or off when you leave a space.
- 2. Make sure windows are closed and sealed so air doesn't leak out.
- 3. Turn off the lights when leaving your desk or room.
- 4. Shut down your computer prior to leaving work if permitted.
- 5. Plug electronics and accessories into a power strip and turn off at the end of the day.