



CHECK LIST

Tenants

Proven tips to help you trim energy waste.

TENANTS

- Turn off unneeded lights, and remind coworkers to do the same.
- Replace the bulbs in desk lamps with ENERGY STAR® qualified bulbs.
- Unplug all electronics when you leave for the day.
- Eliminate space heaters and personal fans. Facility managers can help with temperatures and energy use.
- Enable power management settings so equipment enters a low-power mode when not in use.
- Remove items covering vents so air flows freely.
- Report any leaks, drips, or constantly running toilets to the office or facility manager.

WAYS to ENGAGE STAFF and EMPLOYEES

- Embed sustainability into office culture.
- Maintain regular communication with reminders, tips, and updates sent by email.
- Incorporate sustainability initiatives into employee onboarding by providing tips and best practices.
- Form a green team with co-workers to help lead the charge.
- Host participation incentive events (with food!)
- Offer rewards to increase motivation – make it competitive!
- Take advantage of the ENERGY STAR® Green to Work Program: tiny.cc/GTW
- Celebrate success!

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