Resource Conservation Management Guidelines for Occupants

Date	
Building Name	
Auditor's Name	
Telephone Number	
Email	

You can help reduce your carbon footprint and increase resource efficiency by following these simple steps. Can you think of more to add to this list? If so, offer your suggestions to your Resource Conservation Manager (RCM).

BUILDING ENVELOPE

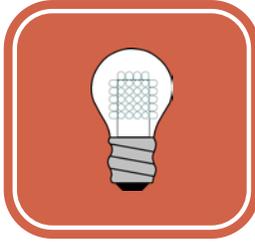|	
☐	Keep windows and doors closed when possible.
☐	On hot days use blinds, shades, and draperies on the sunny side of your rooms to help keep your building cool.
☐	If possible, on cold days move desks and work stations away from drafty areas and cold surfaces such as non-insulated walls, windows, etc.
☐	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.) to the building operator.
☐	
☐	

HEATING, VENTILATION AND AIR CONDITIONING (HVAC)

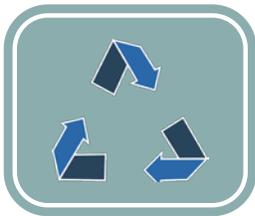|	
☐	Don't adjust the thermostat. If you are having comfort problems, contact the building operator. Tampering with programmable thermostats may cause the building's system to operate excessively during unoccupied periods.
☐	If it's necessary to use additional heating, ask the building operator about using a personal 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.
☐	
☐	

LIGHTING

	Turn lights out when you are the last one to leave a room.
	Wherever possible, use a task light instead of the overhead lighting. Use task lights and turn out the room lights when working alone in a room.
	Request LED task lights.
	Use daylighting when available. Turn out the set of lights near the window if there is enough daylight.

PLUG-IN ITEMS

	At the end of each workday, turn off monitors, task lights, coffeepots and other personal appliances. Turn this equipment off sooner if no additional use is expected.
	Have IT set computers, printers and copiers to energy savings options like sleep settings.
	Avoid placing office equipment near thermostats.
	Eliminate use of hot plates, coffeepots, mini fridges and microwaves in cubicles.
	If you have holiday lighting use LEDs.

RECYCLING/COMPOSTING

	Use correct recycling bins (paper, metal, plastic etc…)
	Purchase recycled paper and use paper products sparingly. Set printer default to "double side".
	Use electronic communications and data storage whenever possible, instead of paper. CCs can be sent electronically.
	Bring a coffee cup to work instead of using disposable cups.
	Encourage food composting.
	For more information on recycling, contact your building recycling coordinator, or call 1-800-RECYCLE.
	Buy 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.