

## Reduced Operations Mode - Energy Conservation Checklist

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The following energy conservation activities can be implemented by building occupants during periods of reduced operations to reduce energy use and costs.

Questions? Please contact Tyler Alsen, Energy Services, 706-542-5536, [talsen@uga.edu](mailto:talsen@uga.edu), or Jason Perry, Office of Sustainability, 706-542-4768, [jcperry@uga.edu](mailto:jcperry@uga.edu).

<b>Turn off and/or unplug non-essential equipment, including:</b>	<b><u>Done?</u></b>
<b>In all Unoccupied Areas</b>	
Turn off lights (where safety and security are not an immediate concern)	
Turn off digital displays that are not conveying critical information	
Unplug phone, laptop, or tablet chargers	
<b>In Office Areas</b>	
Turn off computer monitors	
Turn off computers that are not being used for remote desktop or other ongoing operations	
Turn off printers and copiers	
<b>In Classrooms / Meeting Rooms</b>	
Turn off projectors, TVs, and smart boards	
Turn off computers and monitors	
Turn off sound systems	
<b>In Kitchens / Break Rooms</b>	
Unplug coffee makers, microwaves, water coolers, and other small appliances	
Empty out refrigerator of perishable foods	
<b>In Laboratories</b>	
Implement actions identified in separate Laboratories checklist	
<b>Guidelines for Heating and Cooling</b>	
Unplug all space heaters	
Set wall-mounted thermostats to 78 degrees Fahrenheit (cooling season) or 65 degrees Fahrenheit (heating season)	
Do not turn off window air-conditioning units. Window units should be on and set to Low or to 75 degrees Fahrenheit (cooling season) or 70 degrees Fahrenheit (heating season) if programmable to a specific temperature.	