

## Your Winter Break Sustainability Check List

December, 2017  
sustainNU

Winter break is coming soon for Northwestern undergraduates, and faculty and staff members are also preparing for a holiday break. Before leaving campus for the holidays, use this check list to take steps to conserve energy while spaces are unoccupied.

### **In all spaces:**

- ✓ Turn off electronics. To quickly shut off computers, monitors, and other peripheral office equipment, plug them into a power strip and use the switch on the power strip to turn them all off at once. This will also cut off “vampire” or standby power usage.
- ✓ Unplug appliances such as coffee pots, toasters, and printers.
- ✓ Clean out and unplug any personal refrigerators.
- ✓ Check windows to make sure they are tightly closed and locked. If you notice drafty windows or broken window latches, report the issue to Facilities Management.
- ✓ Turn off lights in offices, conference rooms, and common spaces.

### **In laboratories:**

- ✓ Close fume hood sashes and turn off snorkel valves to reduce unnecessary energy use for ventilation.
- ✓ Work with the lab manager to turn off any nonessential lab equipment that won't be in use over the break.
- ✓ Ensure that lab doors are closed and locked.

sustainNU and Facilities Management will be working with building managers across campus to adjust heating settings in buildings that will be unoccupied over the break. This will reduce energy used to heat empty spaces. For information about how your building, office, or lab can participate in these conservation efforts, please email [sustainability@northwestern.edu](mailto:sustainability@northwestern.edu).