Green Workstation Checklist

All across campus, students, faculty and staff are using energy to power their work. It is essential for a Green Office to responsibly monitor that usage.

Last One Out of the Office? Have You:

1. Put your computer to sleep?
   Talk to your IT department before shutting down computers completely to avoid missing nightly updates. Instead use Energy Saver and Sleep Mode!

   **Apple Computers:**
   A. Dock > System Preferences
   B. Customize settings in Energy Saver
   C. Put System Standby at 20 minutes, after which your computer goes into Sleep Mode
   D. OR manually go to Dock > Sleep
   E. Turn off Screen Savers: System Preferences > Screen Saver > Off
   F. Reduce Brightness and Increase Contrast setting on Monitor
   G. Turn off Monitor

   **Windows XP/8.1/10:**
   A. Start > Control Panel or Settings > Power Options or System
   B. Customize settings in the Power Options tab or Power & Sleep tab
   C. Put System Standby: 20 minutes
   D. System Hibernate (for laptops only): 45 minutes
   E. Reduce Brightness and Increase Contrast setting on Monitor
   F. Turn off Monitor

2. Turned off printers, copiers, faxes, and other electronics in the office?
3. Turned off small appliances like microwave, toasters, coffee makers, space heaters, etc.?
4. Turned off all lights in the office(s)?
5. Closed windows, shades, and blinds?
6. Reported any electric or plumbing issues to Facility Services?