



Conserve Campaign

Energy Conservation Awareness

Become a Green Leader in the workplace!

Apply to our **NEW GREEN OFFICE CERTIFICATION PROGRAM**

Contact the Green U - Office of Sustainability

Teddy Lhoutellier: teddy@miami.edu - 305-284-8520



Green Tips for the Office

- > Turn off all the lights in all unoccupied spaces such as offices, conference rooms, maintenance closets, restrooms, etc.
- > Turn off all non-critical computers, office equipment, and other electronics during evenings, weekends, and holidays.
- > Configure the settings on your computer, office equipment, and other electronics to sleep mode when not in use.
- > Take advantage of natural day light and use task lighting, when possible.
- > Review documents electronically and use electronic filing, when possible.
- > Set your printer default settings to double-sided copies.
- > Recycle! Recycle! Recycle! Use the single-stream recycle bins in your area. If you do not have a recycle bin, please contact us.
- > Order eco-friendly office supplies, and eliminate small orders.

University of Miami is committed to meeting its academic, research and philanthropic missions in an environmentally sustainable manner. You can support this effort by reporting any energy or water waste to our

Facilities Customer Service Department at (305) 284-8282 or email us at fcs@miami.edu

Examples of such energy waste includes:

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| - Buildings with lights on at night | - Broken irrigation heads |
| - Cold spaces | - Leaking interior or exterior faucets |
| - Running toilets | - Propped open windows or doors |

**Take our 2 minute Energy Conservation survey and get a chance
to win gift cards! Visit www.miami.edu/greenu**

