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# THE OFFICES AT PIN OAK PARK

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## ENERGY STAR TIPS

- 🌳 *Do not block or cover air ducts.*
- 🌳 *Turn off the lights in rooms that are not occupied and when you leave in the evening.*
- 🌳 *Turn off printers, copiers, fax machines and other non-essential equipment when not in use, especially at the end of the day and on weekends.*
- 🌳 *During the summer keep your blinds closed.*
- 🌳 *Keep your refrigerator/freezer full and add ice if necessary; it will work more efficiently.*
- 🌳 *Use hot water only when necessary.*
- 🌳 *Don't open and close the refrigerator or freezer door more than necessary.*
- 🌳 *Use lower wattage bulbs for decorative lighting.*
- 🌳 *Watch for leaks in water lines and faucets.*
- 🌳 *Put computer monitors to sleep rather than using screen savers.*
- 🌳 *Turn off monitors when not in use for periods of more than 30 minutes.*
- 🌳 *Turn off personal computers if not in use for 2 hours or more.*
- 🌳 *Choose a low voltage computer with a low energy hard drive.*
- 🌳 *Make sure external doors are closed and do not allow the cool air to escape from your office.*
- 🌳 *Consider energy-efficiency when purchasing new equipment for your office.*

**For more Energy Star tips please go to [www.EnergyStar.gov](http://www.EnergyStar.gov)  
or call the Energy Star Hotline at 1-999-STAR-YES.**