

University of Georgia Reduced Campus Operations Mode Energy Conservation Checklist

First and foremost, the health and safety of UGA students and employees is paramount. The following energy conservation activities can be implemented by appropriate or essential staff who continue to report in-person to UGA facilities. Do not make a special trip to campus to complete these tasks, especially if you have concerns about exposing others or being exposed to illness.

Turn off and/or unplug non-essential equipment, including:	<u>Done?</u>
In all Unoccupied Areas	
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	
In Office Areas	
Turn off computer monitors	
Turn off computers that are not being used for remote desktop or other ongoing operations	
Turn off printers and copiers	
In Classrooms / Meeting Rooms	
Turn off projectors, TVs, and smart boards	
Turn off computers and monitors	
Turn off sound systems	
In Kitchens / Break Rooms	
Unplug coffee makers, microwaves, water coolers, and other small appliances	
Empty perishable foods out of refrigerators - but Do Not turn off refrigerators or ice machines as damage could result	
In Laboratories	
Implement actions identified in separate Laboratories checklist	

Guidelines for Heating and Cooling	Done?
Unplug all space heaters	
Do not turn off window air-conditioning units. Window units should be on and set to Low or to 75 degrees Fahrenheit if programmable to a specific temperature.	
Facilities Management Division will implement additional conservation measures as appropriate while maintaining health and safety and preventing impacts to critical functions.	

If you have questions about the above recommendations, please contact UGA Facilities Management Division Energy Services Department: David Spradley, Director, dspradle@uga.edu, or Tyler Alsen, Energy Engineer, talsen@uga.edu.