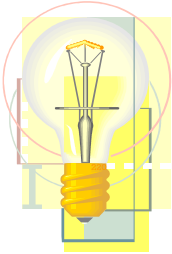


Employee:



## Workspace Audit: An Opportunity to Track Energy Savings!

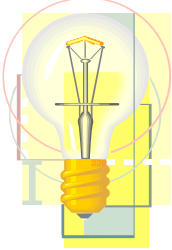
Date:

Purpose: An opportunity to improve your energy awareness. You can make a difference!

Energy Saving Checklist:	Complete:	TEAC Feedback:
⇒ Computer shut down (if not possible, at least monitor should be off); this is a simple energy saving step!	<input type="checkbox"/>	
⇒ All charging devices in workspace are left unplugged; mini-radios and fans are turned off	<input type="checkbox"/>	
⇒ Printer settings are set to duplex; scrap paper has been kept for printing memos and other internal documents	<input type="checkbox"/>	
⇒ Lights in workspace are turned off including small lamps; during the day blinds are open to allow for natural lighting	<input type="checkbox"/>	
⇒ <b>Energy Star</b> feature has been enabled (feature can be found in Windows 'Control Panel' under 'Display Settings')	<input type="checkbox"/>	
⇒ All equipment at the workstation is powered down; this includes printers and copiers	<input type="checkbox"/>	
⇒ All recyclable materials are placed in the recycling box; are there any disposable cups in the garbage? Encourage a BYOM (Bring Your Own Mug) policy at work	<input type="checkbox"/>	

Additional TEAC Comments:

Employee:



## Workspace Audit: An Opportunity to Track Energy Savings!

Date:

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Additional TEAC Comments: