

SAVE MONEY. SAVE GUAM.



- ✦ Turn off lights in unoccupied offices, conference rooms, break rooms, and bathrooms.
- ✦ Switch to energy-saving compact fluorescent light bulbs (CFLs) where possible, such as for desk lamps and decorative fixtures.
- ✦ Use abundant, free sunlight where possible.

- ✦ Unplug power supplies and battery chargers for mobile phones, PDAs, and camcorders—these draw power when not in use and after the batteries are fully charged.
- ✦ Use a power strip to conveniently cut power from hard-to-reach plugs.



- ✦ Turn monitors off at the end of the work day. Screen-savers do not save energy. Set your computer to go from screen saver to sleep mode.
- ✦ Activate all power management features on computers and monitors.

- ✦ Keep cool air in by closing doors and windows when the air conditioner is on.
- ✦ Strategically position blinds and drapes to block the warm sun and keep the office cooler.
- ✦ Turn off the air conditioner at the end of the work day.



Office equipment that has earned the ENERGY STAR™ label helps eliminate wasted energy through special power management features. Overall, ENERGY STAR™ qualified office products use about half as much energy as other equipment.

