

# Seasonal Energy Conservation Checklist

By taking small energy saving actions, you'll be helping TMU reach our net zero Scope 1 and 2 emissions by 2045 goal.

Before leaving your dorm, office or lab for an extended period like a vacation or the mid-year winter break, follow these tips to reduce unnecessary energy consumption.

## 1. Turn off and unplug electronics

Disconnect all non-essential electronics such as chargers, monitors and printers and unplug personal appliances like coffee makers, microwaves, kettles and space heaters to avoid phantom power usage.

## 2. Power down computers and monitors

- Shutdown all computers and monitors.
- Unplug docking stations, unless instructed otherwise by CCS.

## 3. Turn off lights

- Ensure all overhead lights and desk lamps are turned off in offices, classrooms and common areas.

## 4. Check windows and doors

- Close and lock all windows to prevent drafts and close curtains or lower blinds for added insulation.
- Ensure all doors are securely closed to maintain building heating efficiency.

## 5. Turn off water fixtures

- Check that all faucets are fully turned off.
- Report any dripping taps, leaks, or running toilets to the Facilities Help Desk (Fixit).

## 6. Safely shut down lab spaces

- Switch off non-essential equipment (e.g. microscopes, centrifuges and other lab instruments).
- Verify that all fume hoods are closed (sash down).
- Consolidate samples into fewer freezers to power down excess units.
- Safely dispose of chemical and biological waste by following TMU's chemical safety tips and guidelines.

## 7. Coordinate with your team

- Designate a power-down champion to ensure compliance in your team's physical spaces.
- Conduct a walkthrough to ensure everything is powered down and secure.