

Boston Properties' Guide to Conserving

Energy

- 💡 Turn off computers, printers, and copiers when leaving the office at the end of day or for an extended period of time.
- 💡 Turn off lights and audio visual equipment in conference rooms when not in use.
- 💡 Turn off lights when leaving your office at the end of day or for an extended period of time.
- 💡 Turn off lights in rooms that have little use such as closets, store rooms, etc.
- 💡 Turn off electrical appliances when not in use such as coffee makers.
- 💡 Use revolving doors rather than the wind door when leaving the building.