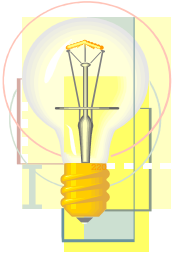


Tenant:



## The Common Area Audit: Every Bit Makes a BIG Difference!

Date:

Purpose: *An opportunity to prove your energy awareness.*

### Energy Saving Checklist

- ⇒ Lights are turned off in break rooms, meeting rooms, hallways and sitting areas when not in use,
- ⇒ Electrical appliances in the kitchen are left unplugged; you can also check to see if the fridge door is tightly closed—if not, does the seal need to be replaced?
- ⇒ Copiers and fax machines are turned off or set to sleep mode,
- ⇒ Leaky faucets and/or running toilets have been reported to the facility manager—a leak in a toilet cannot be heard until it is losing 300 litres of water per day! (Source: CRD Water)
- ⇒ Blue recycling boxes are placed in high traffic areas around the office (this includes the photocopier, fax machine and anywhere else that generates unnecessary paper waste). Remember that by encouraging co-workers to set printer settings to 'Duplex', waste can be reduced by 50%. Always try to use the back of old documents for memos or other internal messages,
- ⇒ Is there a stack of disposable cups in the coffee room? Speak with you co-workers about a BYOM (Bring Your Own Mug) policy. Some sources say that if people continue to generate this unnecessary waste, the number of disposable cups tossed out could reach 23 billion per year by 2010!