


Subject: Winter Energy-Saving Guidelines for Offices and Labs
From: Sustainability Office
To: All Staff and Research Groups
Date: 11 December 2017

Dear Team,

As colder months approach, we kindly ask for your help in **reducing energy waste** across campus facilities.

 Practical tips:

- Turn off lights in unoccupied rooms
 - Use natural light where possible
 - Report faulty window seals or HVAC issues promptly
 - Limit use of personal heaters
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Heating zones will be automatically adjusted over the holiday period to preserve system efficiency.

Thank you for contributing to our Green Campus goals!

Lea Novak

Campus Sustainability Coordinator