**FORM 3 IN ORDER TO LIST SOME ENERGY SAVING MEASURES AT HOME AND AT SCHOOL**

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|  **HOME** |  **SCHOOL** |
| Plug home electronics into power strips, turn the power strip off when the equipment is not in use. Electronics in standby mode still use several watts of power. | Hold a regular paperless Day. |
| Look for low-energy lights and more energy efficient appliances. Those rated “A” or above on energy labels are the most efficient and will save you money compared to a lower rated equivalent. | Change the default setting of all photocopiers and printers to double-sided copying. Post signs to promote double-sized copying. |
|  | Encourage staff to use scrap paper as notepads. |
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