

**YOU can make a 5% reduction in the MCLA carbon footprint!
This is all you have to do:**

-Carpool *1 day* per month or take the bus 1 day/month instead of driving your car.
1day/20work days = 5%

-If you work 8 hours/day (=480 minutes), mostly on your computer, you just have to turn it off for *24 minutes* of that 8 hours to reduce 5%. Just turn your **computer** off when you leave for lunch or a meeting. Same goes with the **lights** in your office.
24minutes/480minutes = 5%
60minutes/480minutes = 12.5%

--Turn off your PC and monitor/power strip at night when you leave the office if you don't already. You'd likely be cutting your office carbon footprint by more than half.
6pm – 6am = 12 hours
12/24 = 50%

-By downloading the EZ wizard power settings management tool on your computer (www.mcla.edu/green), you can set your computer to go into **Standby mode** after a period of no use. The wattage used by the monitor and computer drops by more than **95%**.

	Watts
Regular Mode (Idle)	
Monitor 17" LCD Gateway	21W
Computer E-6500	88W
Standby Mode	
Monitor 17" LCD Gateway	01W
Computer E-6500	03W

-Data gathered by John Clark using Kill-A-Watt

-Use a desk lamp instead of the entire array of lights in your office space if you are just working at your desk. **1 bulb is better than 30.** Or, if there are multiple arrays in your office, only turn on the one(s) that light your desk, **maybe 50%** of them.

-If you print 20 emails each day, print **1 less per day = 5%**
-If your copier/printer has the capability, always **print double sided.**

-Re-use printed materials when you are done with them as **scrap/notepaper in meetings or for phone messages.** This way every paper gets used twice, and leads to a **reduction of 50%.**

-Turn down the thermostat in the winter months from 68 degrees to 64.6 degrees.
Reducing **just 3.4 degrees is a 5% reduction** in heat energy use.

-Turn the water off while you brush your teeth. This might reduce the amount of water you use by **more than 50%.**

-Cut your 10 minute shower down by 30 seconds or your 20 minute shower down by 1 minute.
Both reductions reach your goal of **5% less hot water** (energy) used.