

# Keep your Cool

**Dress for the great indoors!** Instead of adjusting the thermostat or using desk fans or heaters, dress in layers for comfort and keep an extra sweater on hand.

**On hot days,** close the blinds when the sun hits the windows to reduce the cooling load.

**Close the windows** when the heating or air-conditioning is on.

**Keep heating and cooling vents free from obstructions.** Ensure your air vents are free from furniture or other materials that can cover their air flow and reduce their efficiency.

**Take your good habits home and save \$\$\$ on your energy bills**