



# TEMPERATURE GUIDELINES

You can check to see if your school/unit has its own policy of suggested guidelines for temperature regulation. If not, you can use the suggestions below for energy conservation and comfort.

## Seasonal Temperature Control

	SUMMER	WINTER
IN THE OFFICE	74-78 °F	68-72 °F
OUT FOR THE DAY	80 °F	60-65 °F
AWAY FOR THE WEEKEND	80 °F	60 °F






### REMEMBER:

*Even small adjustments of just 1 or 2 degrees in temperature settings can result in large energy savings!*

*Save electricity by running your fan on **LOW** during both summer and winter*



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