THERMOSTATS

Dress for energy savings:
Set your thermostat in winter to 68 degrees or less during the daytime, and 55 degrees before leaving the office (or when you're away for the day). During the summer, set thermostats between 74 to 78 degrees.

Dress comfortably for the weather. Adjust your layers before adjusting the thermostat.
Avoid using space heaters or box fans.
Make sure fume hoods are off and the covers are closed when you are not using them.