Lights Off, Cornell! Volunteer Information

Thank you for volunteering for Lights Off, Cornell! This document contains all the information you should need to give us a helping hand.

Summary
• Sign up
• Volunteer
• Record Data

Preparation
• Create a volunteer profile.
• Sign up for a volunteer date – or – if you have been assigned a date, check that you are available the night you have been assigned to.
• Contact your partner and arrange a time and place to meet.
• Identify which buildings you have been assigned to and know where they are.
• Make sure either you or your partner prints off and bring either a smartphone or a copy of the relevant data sheets to record the data. Bring a pen or pencil too.
• Identify the location of the maps within each building (a link to this can be found under “Upcoming Tasks”).

Turning Off Lights
• Each light switch has been given a number. This is for data recording purposes.
• Record the status of each light switch (turned off, already off, in use, or other) either on the data sheet or on your smartphone (under “Active Tasks”).
• Please do not turn off any lights that are not indicated on the maps. This is for security reasons, to maintain sufficient lighting in public areas.
• Please check rooms for open windows also (and close any you find). There is nothing more inefficient than having the windows open in a room while the heating is on, especially during the winter months.
• On Friday evenings, please close the blinds in classrooms. This helps reduce the heating load in buildings.
• If you think that a room has a heating problem (too hot or too cold), make a note of it and let us know in the data reporting.
• Have fun!

Afterwards
• If you recorded your data on a smartphone, please make sure you submit it.
• If you recorded your data on paper, please go to lightsoff.cornell.edu to record the lights you turned off.
• We will calculate and inform you of your energy CO₂ savings

If you have any questions, please feel free to contact us at lightsoff@cornell.edu, or take a look at our website http://sustainablecampus.cornell.edu/lightsoff/. We have a frequently asked questions page, which should answer most of your questions.

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