





# Controlled Receptacles

## A GUIDE FOR OCCUPANTS

### What Do They do?

Controlled receptacles (outlets) save energy by automatically turning off power when it's not needed using:

- ☐ Schedule timers 
- ☐ Occupancy sensors 
- ☐ A combination of both  + 

### What to Plug In or Not Plug In

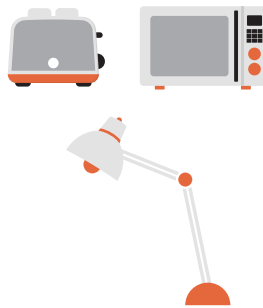
Use controlled receptacles for equipment that DOES NOT need to be on 24/7.



*Printers, monitors, and peripherals*



*Kitchen appliances*



*Desk lighting / lamps*



*Computers (control through power-saving settings instead)*



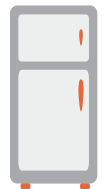
*Clocks, phone*



*Safety, security & other 24-hr equipment*



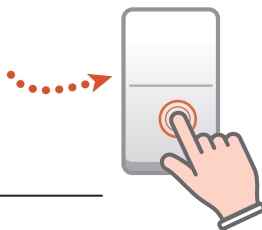
*Refrigerator*





### How to Access Power After Hours?

Power can be temporarily provided for up to two hours at a time by using the manual override switch.

**Push the switch**

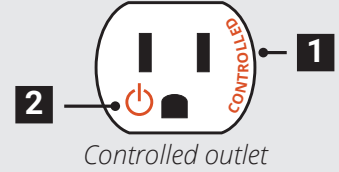


Questions about the override procedure?

**Contact:**  \_\_\_\_\_  
 \_\_\_\_\_

### How to identify a controlled receptacle?

- Outlets can have either the top, or both receptacles controlled.



*Controlled outlet*

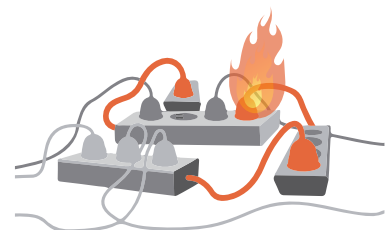
- Controlled receptacles are marked with the word "Controlled" **1** and the power symbol **2**



*Uncontrolled outlet*

### Avoid Fire and Electrical Hazards

Never plug power strips into extension cords or into each other (daisy chaining).



# What Do Controlled Receptacles Do?



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☐ Occupancy sensors

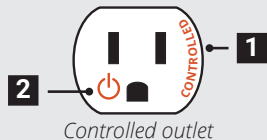


☐ A combination of both



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*Computers  
(control through  
power-saving settings  
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*Safety, security & other 24-hr  
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*Refrigerator*



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**Questions?**

