



Energy Efficiency

General

- ✓ Track your utility use with EPA's Energy Star Portfolio Manager or other tracking software.
- ✓ Become an Energy Star Partner.
- ✓ Develop and internal Energy Management Program.
- ✓ Contact your utility provider for a commercial energy audit.
- ✓ Participate in your utility's demand side management (DSM) program or Demand Conservation(DC) program .
- ✓ Utilize utility rebates, tax rebates and energy savings to help offset the cost of energy efficiency updates.

Building

- ✓ Set all office equipment to go into standby mode when not in use.
- ✓ Connect equipment to power strips and turn them off on evenings and weekends.
- ✓ Ask vendors to turn off vending machine display lights.
- ✓ Establish a policy that specifies ENERGY STAR equipment be purchased when available.
- ✓ Clean and inspect your HVAC system and replace filters regularly.
- ✓ Verify that your building's envelope has adequate insulation.
- ✓ Weatherize your workspace by sealing windows and doors against air leaks.
- ✓ Insulate hot water pipes, heaters and storage tanks and set hot water temperature to 120°.
- ✓ Use programmable thermostats that save energy when your business is unoccupied.
- ✓ Use blinds and curtains to help reduce energy use.
- ✓ Install ceiling fans and only use them when rooms are occupied.

Lighting

- ✓ Reduce off-hour lighting.
- ✓ Rearrange workspaces to take advantage of natural lighting.
- ✓ Clean lighting fixtures, lamps and diffusers regularly.
- ✓ Use desk-level task lighting where more light is needed.
- ✓ Install LED bulbs in all exit signs.
- ✓ Replace incandescent bulbs with compact fluorescents or LED lights.
- ✓ Replace T-12 fluorescent lamps and ballasts with T-8 or T-5 lamps and ballasts.
- ✓ Install daylight sensors in appropriate fixtures.
- ✓ Install occupancy sensors in restrooms and conference rooms.

Employees

- ✓ Integrate energy policies into new employee orientation materials.
- ✓ Encourage employees to turn off lights when leaving a room for more than 15 minutes.
- ✓ Establish a dress code that allows employees to dress for office temperatures.
- ✓ Promote energy efficiency tips employees can implement at home.
- ✓ Offer incentives to employees to use alternative transportation.
- ✓ Allow employees to telecommute when possible.