



Energy Conservation Tips for Offices

Please support reducing energy costs by implementing the following power conservation measures:

Computers & Personal Items

- Turn off all personal appliances including fans, radios and desk lamps.
- Turn off all office equipment including computers, monitors, printers, plotters, facsimile machines, shredders, typewriters, and overhead task lights every night and every weekend.
- Turn off all equipment in computer labs. If you can't turn off the whole computer, turn off the monitor and the printer.
- Enable power management features on laser printers and/or turn off laser printers when not actively printing.
- Screen savers do not save energy. Enable power management features so your computer monitor and hard drive will go into a low power (blank screen) "sleep mode" when not actively in use.
- When purchasing any office equipment, be sure to consider Energy Star models that "power down" after a specified period of inactivity.

Heating and Cooling

- Set local thermostats to low or off. If you have a programmable thermostat, please use it to its best advantage by setting an energy conservation mode at optimum times.
- Where you have control of your thermostat, set the heating point to no greater than 68 degrees and cooling to no less than 74 degrees F.
- During the summer season, close blinds, drapes and curtains to reduce heat gain from windows that receive direct sunlight.
- During the winter season, open blinds, drapes and to let the sun in. If there is no sunlight, close them in order to keep the heat in especially at night.
- Keep windows and exterior doors closed in heated or air conditioned areas.
- Portable electric heaters and fans should not be used unless medically necessary or because of failure of the building heating, ventilation or air conditioning system.

Lighting

- Use day lighting from windows or skylights, instead of electrical lighting whenever possible.
- Replace incandescent lamps with the lower wattage compact fluorescent lamps whenever possible. Compact fluorescents (CF's) also help to reduce unwanted heat gain during hot summer months yet still provide equivalent lighting.
- Turn off all unnecessary lights, including: overhead lighting, lighting in unoccupied rooms, equipment and storage areas. Reduce overhead lighting, decorative lighting, signage and other lighting inside and out not necessary for security and safety. Maintain security and safety lighting at acceptable levels.

Miscellaneous

- Turn off all office and kitchen/lunch room appliances including copiers, printers, microwaves, toaster ovens, and coffee pots every night and weekend.
- Turn off all specialty equipment that will not be used over the weekend and holidays.
- Use hot water sparingly. Conserve water. Turn off water taps when not in use.
- Print double sided
- Designate a box for scrap paper that you can reuse.

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