

# How You Can Save Energy at Work Every Day

## Turn it off... when not needed

### Computers

- Always turn off your computer monitor when away from your desk for 15 minutes or more.
- When you go home, log out and turn off your computer and monitor and accessories at the power switch.

### Lights

- If you are the last one out, turn out general area lights.
- Always turn off lights in unoccupied rooms or areas such as offices, break rooms, and conference rooms.
- Turn off desk lights or other task lights when not needed.

### Heaters, Equipment and Appliances

- Always turn off portable electric heaters at night, at lunch, and on weekends.
- Be sure to turn off coffee pots, radios, or other equipment.
- At the close of business, assign someone to turn off all copiers and printers.

## Turn it down...when you can

### Lighting

- Many areas are over lit, use multi-switching to turn off part of the lights if possible.
- If you get to work early or work after regular hours, use only the lights you need.
- Use only partial lighting before and after business hours.
- Lights by windows can often be turned off during the day.



### Heating & Cooling

- During occupied hours, set thermostats at 68-70°F for heating and 74-76°F for cooling.
- Wear sweaters or layered clothing so you can adjust to stay comfortable.
- After hours, adjust your thermostat to 55-60°F for heating and 80°F for cooling.

## Keep it tight...doors & windows

- Doors & Windows
- Keep doors and windows closed when its warm or cold outside and heating or cooling is needed.
- Use window blinds. Direct sunlight can overheat spaces, making the air conditioner work harder. Close or tilt blinds to block direct sunlight. Close blinds at night in winter to reduce heat loss.



Doing a little, saves a lot...Every Day

# Facility Operator's



# Energy Saving Checklist

This brief list of low-and no-cost measures will produce significant savings at business facilities. Property managers, business owners, and facility operators can call 541-685-7000 for a more extensive booklet of measures called "Energy Smart Operations". EWEB also has energy staff who can provide free advice on special systems or a full facility energy analysis. For now, get going on these high payback measures:

- Ask occupants to save energy. Conspicuously post copies of the notice shown on the other side of this sheet.

## Lighting

- If you walk by an empty meeting room with the lights on, turn them off.
- Post reminders so staff will turn lights off after meetings or leaving other unused areas.
- Maintain photo cells, set time clocks, or switch exterior lights so they are off during the day.
- For security, use proximity sensors to turn on exterior lights only when there is activity.
- Most sites don't need all exterior and parking lot lights on all night long. In addition to photocell control, use a time clock to switch off half or two-thirds of exterior lights after the site is vacated.
- Schedule custodial work to begin during occupied hours (quiet activities often do not conflict with business) and make sure custodial staff turn on lights only in the area they are cleaning after hours.
- Provide fluorescent task lights for staff who need more light than the general workgroup.
- Where four-lamp fixtures are in use, two lamps can usually be removed from every fixture or every other fixture. After lamps are removed, disconnect ballasts. Cleaning fixtures regularly increases light levels.
- When remodeling, put in individual office or area

switching where it does not exist.

- Where lighting is controlled at circuit breakers, clearly mark which should always be on, on during occupancy, or on during business hours. Tagging kits are available from EWEB.

## Heating & Cooling

- Replace 1500 watt space heaters with 100 or 200 watt heated footrests or under-desk panel heaters.
- Low use areas such as lobbies, corridors, and storerooms can have wider temperature set points.
- Make sure HVAC unit time clocks have trippers installed and are adjusted for the correct time. Set for just enough warm-up time on a seasonal basis. Try turning systems off a half hour before closing.
- When older thermostats exist, consider replacing with a programmable thermostat to automatically set back temperatures. Call EWEB or your HVAC contractor about rebates.
- Check (or ask your HVAC contractor to check) your outside air dampers or economizers to verify proper ventilation. Make sure economizer controls function properly. Make sure automatic dampers close during unoccupied periods.

## Motors & Equipment

- Make a list of all motors in your facility and how they are controlled. Find a way to reduce hours of operation where possible. For example, a restroom exhaust fan can be connected to the light switch.
- Ensure operational staff have a clear procedure for shutting down equipment when not needed.

## Doors & Windows

- Post reminders to keep doors and windows closed during warm and cold weather.
- Caulk and fill cracks around doors, windows, and other wall penetration to reduce costly air leaks.

## Information Services

- Activate energy saving features on computers, copiers, and printers to save energy during the workday. Set monitor to "sleep" after 5 or 10 minutes and hard drives, copiers, and printers to "sleep" after 20 minutes.
- Set clear expectations that users need to log out and power down computers when leaving daily.
- Where remote PC access is needed after hours, implement LAN wake up technology.
- Encourage users to send files by email rather than printing to reduce printer energy and paper use.
- Turn off monitors associated with file servers when not actually doing server maintenance.