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GREEN CHECK

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.