



More than one-quarter of Virginia's energy use comes from the commercial sector – that's 607 trillion BTUs! Depending on your workplace, some energy saving practices may be easier than others to implement, but every energy efficiency improvement helps — and can help your business reduce its operating costs.

## FOR EMPLOYERS AND EMPLOYEES

### HVAC – HEATING AND COOLING

- ❑ Make sure that areas in front of vents are clear of furniture, paper and other obstructions. Blocked vents can result in as much as a **25 percent increase in energy used** to distribute air in your office.
- ❑ During the winter months, **close the blinds** at the end of the day to reduce heat loss and open them during the day to use the direct sunlight to help keep your space warmer.



### LIGHTING

- ❑ Did you know lighting is the biggest source of energy consumption in commercial buildings? Make a difference by **turning off lights** when you leave your office or cubicle. Place reminders above light switches in common areas such as copy rooms, kitchens, conference rooms and restrooms to help co-workers do the same.
- ❑ On bright, sunny days when natural daylight is sufficient, **keep the lights off** to reduce lighting expenses by 10 to 40 percent.

### OFFICE EQUIPMENT

- ❑ **Enable the energy efficient features** on your work computer, like turning off screen savers that use more energy, utilizing sleep mode controls and developing nighttime shut down protocols. For example, a copier left on all day and night wastes more than \$150 annually in energy costs.
- ❑ **Purchase ENERGY STAR qualified products** as they will have the highest energy efficiency ratings. Remember to factor in the future cost savings of ENERGY STAR products into your pricing.
- ❑ For laptop AC adapters, battery chargers and other equipment and appliances, **use power strips** that can be easily turned off. Many products use power even when they are not in use, and that “dormant” time adds up.
- ❑ In the office kitchen, post signs reminding employees **to turn off and unplug from the wall** coffee makers, toaster ovens and other small kitchen appliances when they're not in use, especially at night and over the weekend.

Your office can get started today by **forming an energy team** to conduct a baseline assessment of improvements and help co-workers get involved in reducing energy waste.

**Talk to your supervisors and co-workers** and start saving now!

# FOR BUILDING MANAGERS

## HVAC – HEATING AND COOLING

- ❑ **Regularly inspect your heating and cooling units** to make sure they are running efficiently. This includes calibrating thermostats and setting them at appropriate temperatures, as well as cleaning or changing air filters.
- ❑ **Examine ducts and windows** and seal any leaks to avoid wasting the energy you put into heating or cooling your space.
- ❑ **Use fan systems** to optimize the delivery of air in the most energy efficient way. For older systems, an upgrade may be in order.



## LIGHTING

- ❑ Lighting consumes 25-30 percent of energy in commercial buildings. **Install sensors** that automatically turn off lighting when no one is present, especially in low traffic spaces like restrooms.
- ❑ **Replace incandescent light bulbs** with more efficient compact fluorescent lights (CFLs) or light emitted diodes (LEDs). Switching just one CFL can save \$40 or more over the lifetime of the bulb.



## FOOD SERVICE AND STORAGE EQUIPMENT

- ❑ Whether it's an industrial appliance or just part of your office kitchen, **replace refrigerator door seals** to prevent the refrigerator from wasting energy. If you can slip a piece of printer paper between the door frame and seal, the seal needs replacing.
- ❑ When it's time to upgrade, **consider buying ENERGY STAR qualified equipment**. Savings can range from hundreds to thousands of dollars every year.



**Working together**, building managers, employers and employees can make a difference and help Virginia achieve its goal **to reduce energy consumption by 10 percent**.

Virginia Energy Sense has provided tips to get started. **Find more ways to get involved** (and save energy at home) at [VirginiaEnergySense.org](http://VirginiaEnergySense.org).

Find out more at [www.virginiaenergysense.org](http://www.virginiaenergysense.org)



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