



Business and Organizations Can Save Energy this Winter with Help from EPA and ENERGY STAR

Building Checklist

Energy efficiency plays an important role in reducing emissions of greenhouse gases that contribute to global climate change. Improving the energy efficiency of buildings and industrial facilities as winter approaches will not only save on utility bills, it will also prevent carbon dioxide emissions and improve the reliability of the nation's energy supply. Because of its immediate payback in energy savings, energy efficiency is the most cost-effective step a business can take towards a greener building. By taking several simple steps, businesses can identify commonly overlooked areas for energy savings, save on energy bills this winter, and help establish an energy management strategy that saves money year after year. Use this checklist to get started this winter, and visit www.energystar.gov/bizheating for detailed information on each step.

- Take the ENERGY STAR Challenge – Establish the energy use of your building(s) and set a savings goal.
 - Establish a reference by obtaining an ENERGY STAR rating for each building.
 - Establish an energy savings goal – 10% reduction is recommended as part of the ENERGY STAR Challenge.
- Inspect heating equipment now and perform monthly maintenance
 - Tune-up heating equipment.
 - Inspect ducts and windows and seal any leaks.
 - Calibrate thermostats and set them at appropriate temperatures.
 - Insulate hot water tanks and piping throughout the building.
 - Inspect and clean/change air filters on a regular basis.
- Turn back, or turn off heating and cooling equipment when not needed
 - Check hours of operation and settings on equipment, and compare hours of equipment operation to employee schedules.
 - Adjust heating equipment to accommodate worker schedule.
 - Install ENERGY STAR qualified thermostats where possible, and be sure that they are programmed correctly.
- Get the occupants involved
 - Hold a staff meeting or send a memo outlining energy objectives.
 - Instruct employees to power-down idle equipment and turn off equipment at the end of the day.
 - Encourage employees to purchase ENERGY STAR qualified products for their offices.



CHANGE FOR THE BETTER WITH ENERGY STAR

Buildings that earn the ENERGY STAR® prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency.
www.energystar.gov

- Encourage employees to open shades and blinds on sunny days to warm buildings naturally, but be sure they are closed at night.
 - Instruct employees not to use personal space heaters and address the reasons why they are doing so.
 - Remind employees to keep external doors closed.
- Improve lighting systems
- Compare lighting schedule with building uses to look for opportunities to turn lights off.
 - Replace incandescent bulbs used for task lighting with ENERGY STAR qualified compact fluorescent bulbs.
 - Make sure outdoor lighting is not on during daylight hours.
 - Examine the potential for lighting occupancy sensors.

Continue to Save with an Energy Management Strategy

The steps in this checklist represent a good start on real energy savings this winter. We encourage you to keep the savings going with a long term strategic energy management plan. EPA provides ENERGY STAR Guidelines for Energy Management to help you build on the above steps and continue saving year after year.

For more information visit https://www.energystar.gov/index.cfm?c=business.bus_index