

# 7 WAYS TO CONSERVE ENERGY IN YOUR OFFICE

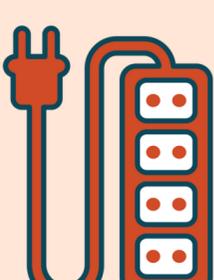
The EPA estimates that office buildings waste up to 1/3 of the energy they consume. Use these 7 strategies to pare your power usage.

## INSTALL MOTION SENSORS ON YOUR LIGHTS

- Motion-activated light switches can reduce your lighting energy consumption by **20-80%**, and can lower cooling costs too.



## USE POWER STRIPS



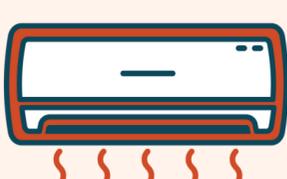
- **75%** of electricity used to power electronics is consumed while devices are turned off.
- Manage usage by connecting devices to power strips and use the on/off switch to cut all power to your appliances.

## WATCH YOUR THERMOSTAT

- Adjusting the building's thermostat a few degrees can make a **big** difference to your energy costs.



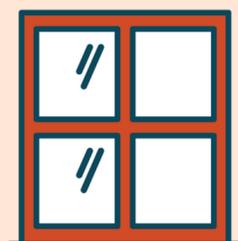
## PORTABLE AIR CONDITIONERS



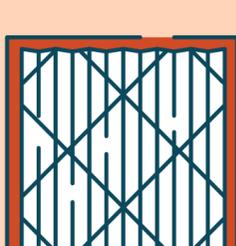
- Instead of using central air conditioning, save money with portable air conditioners or window air conditioner units.
- This controlled cooling plan will help you avoid wasting energy on empty meeting rooms and unused offices.

## SEAL YOUR WINDOWS

- Cut down on the amount of air that escapes drafty windows—use sealants, caulking, or weather stripping to close cracks.



## CHANGE OR CLEAN HVAC FILTERS



- Dirty HVAC filters make it harder for equipment to move air, using more energy and resulting in lower indoor air quality.

## INVEST IN TANKLESS WATER HEATERS

- In offices or locations where you don't use a lot of hot water, consider tankless water heaters—they are more efficient and can reduce storage costs and waste.

