



# OFFICE ENERGY CHECKLIST

## High Impact, No or Low Cost, Immediate Savings

- Lower thermostat settings
- Match HVAC schedules to occupancy schedules
- Optimize morning warmup and night setback controls
- Educate employees on building systems and energy efficiency measures
- Switch off all unnecessary lights and utilize daylighting when feasible
- Unplug equipment that drains energy when not in use (i.e., cell phone chargers, fans, coffeemakers, desktop printers, etc.)
- Turn off computers and monitors at the end of the day
- Photocopy, double-sided, only when needed
- Encourage employees to carpool, bike or use mass transportation to work
- Consider alternative work schedules or telecommute to reduce transportation
- Reduce business travel by increasing phone and video conferencing
- Use coffee mugs instead of disposable cups

## Low Cost Measures

- Reduce/eliminate major sources of air infiltration
- Check/adjust combustion efficiency of gas-fired equipment
- Check for ways to control solar heat gain to reduce the cooling load on buildings, including solar shading
- Install LED exit signs
- Have a qualified professional perform an energy audit (check with your local utility company)
- Check furnace ducts for disconnects or leaks, and ensure they are well insulated

## High Impact, Medium Cost, Medium Payback

- Install revolving exterior doors
- Install energy-efficient lighting, task lighting and occupancy sensors
- Replace desktop computers with ENERGY STAR notebook computers
- Purchase ENERGY STAR printers with power management features and use them
- Install low-flow toilets, urinals, faucets and shower heads
- Install an energy management system and meters to track energy use