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 teleconferencing
• 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