

ENERGY CONSERVATION CHECKLIST

OFFICE AREA

- Maximize the benefit of daylight
- Use task lighting instead of overhead lights
- Turn off lights when area unoccupied
- Turn on lights, equipment only when needed
- Program PC to power down when idle
- Unplug chargers/adapters when not being used
- Turn off all equipment on Friday evenings
- Close blinds at the end of day and on hot days
- Avoid use of space heaters



CONFERENCE ROOM

- Maximize the benefit of daylight
- Turn off lights when area unoccupied
- Close blinds at end of day and on hot days

COPY ROOM

- Turn off lights when area unoccupied
- Turn on lights, equipment only when needed
- Program copier to default to sleep mode after 1 hour
- Turn off all equipment on Friday evenings

MANUFACTURING AREA

- Turn off lights when area unoccupied
- Turn on lights, equipment when needed
- Turn off all equipment on Friday evenings

REST ROOM

- Turn off lights when area unoccupied

KITCHEN

- Maximize the benefit of daylight
- Turn off lights when area unoccupied
- Close blinds at end of day and on hot days

ENERGY EFFICIENCY INVESTMENTS

- Install occupancy sensors in offices, conference rooms, rest rooms
- Convert exit signs to LED lights
- Upgrade fluorescent fixtures to T5s or Super T8s
- Convert incandescent bulbs to compact fluorescent bulbs
- Provide offices with task lights
- Upgrade office equipment to Energy Star model
- Install programmable thermostats for building and water heater

REFERENCES

Creating an Energy Awareness Program, US Dept. of Energy:

http://www1.eere.energy.gov/femp/pdfs/yhttp_ceap_hndbk.pdf

Staff Awareness and Motivation:

<http://sme.eecabusiness.govt.nz/files/staff-awareness-and-motivation-kit.pdf>

You Have the Power campaign materials, , US Dept. of Energy:

http://www1.eere.energy.gov/femp/services/yhttp/campaign_materials.html

Dept. of Energy, Energy Efficiency and Renewable Energy:

<http://www.eere.energy.gov/>

Energy Star:

www.energystar.gov

Energy Star Products:

http://energystar.gov/index.cfm?fuseaction=find_a_product.

Energy Star Buildings and Plants:

http://energystar.gov/index.cfm?c=business.bus_index

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