

BARCODE ENERGY

Energy saving tips at work

- ✓ Have an energy meeting with your employees and co-workers to discuss ways to save energy.
- ✓ Create an energy committee to create up with energy saving tips.
- ✓ Pay a small reward to employees who suggest new ways to save energy.
- ✓ Performing a professional energy audit of your business is a good method to find new ways to save energy.
- ✓ Create incentives that will encourage employees to live close to work.
- ✓ Come up with a plan to encourage employees to carpool to work.
- ✓ Reward those employees who take public transportation to work.
- ✓ If a majority of employees live in the same part of town, is it possible to relocate the business to that area?
- ✓ Turn off all the office and building lights at the end of the day to enjoy big energy savings.
- ✓ Install automatic room-lighting controls that will turn lights on or off depending on occupancy or time of day is an economical way to save energy.
- ✓ Make sure that bulbs, fixtures, lenses, lamps and reflective surfaces are cleaned regularly. By removing grease, dust and other dirt, you can increase the output of your lights.
- ✓ Install motion-sensor switches on lights in bathrooms, storage rooms and other little-used areas to save energy.
- ✓ Remind others to turn out the lights and turn off equipment when they leave.
- ✓ While maintaining safe lighting conditions for work areas, remove lamps where you have more lighting than you really need.
- ✓ Use task lighting instead of overhead lighting, and light only those areas that are needed at the time.
Providing the right lighting can save up to 15 percent on your lighting bill.
- ✓ Recessed can-lights typically use 75 or 100 watt incandescent floodlight bulbs. Replace them with 50 watt halogen floodlight bulbs for a 50 to 100 percent energy savings. They cost more but have a longer bulb life.

- ✓ For really big energy savings, replace the incandescent floodlight bulbs with the new compact fluorescent lamps.
- ✓ If you have a flat-roofed building, installing skylights for natural lighting is one of the best ways to save energy.
- ✓ When buying or replacing company-owned vehicles, compare the energy requirements of various models and buy an energy-efficient one.
- ✓ For big energy savings, purchase gas-electric hybrid vehicles for company-owned vehicles. The **Toyota Prius** is a world-class, highly advanced vehicle offering excellent interior space, high performance and 40-plus miles per gallon.
- ✓ An easy way to save energy is to install programmable thermostats in your office or business. These inexpensive devices will optimize your building's heating and cooling needs.
- ✓ Among the many ways to save energy, one of the simplest is to install a locked cover over the thermostat. This will prevent employees from changing the settings and maintain a steady temperature.
- ✓ Keep the temperature set at 70 - 72 in the winter and the air conditioning at 74 - 76 in the summer.
- ✓ Closing off and insulating unneeded windows and other openings is one of the simplest ways to save energy.
- ✓ Gradually turn down the temperature on the hot water heater at work until you just barely run out of hot water. Then, turn it back up a notch.
- ✓ Wrap the hot water tank at work with insulation to reduce heat loss from the tank.
- ✓ Keeping your exterior and freight doors closed as much as possible is one of the important ways to save energy.
- ✓ When buying or replacing computers, copiers and other office equipment, compare the energy requirements of various models and buy energy efficient equipment.

- ✓ An important way to save energy is to carefully evaluate energy consumption, when buying or replacing industrial equipment.
- ✓ Using heavy equipment during off peak hours is a good way to save energy.
- ✓ Install ceiling and wall insulation in your business. You'll save money on your monthly utility bills and your employees will be more comfortable.
- ✓ Consider having employees use lap top computers since they use up to 80 percent less energy than a standard desktop computer.
- ✓ One of the smartest ways to save energy is to turn off your computers, printers, monitors and any other office equipment when not in use, especially overnight and on weekends.
- ✓ "Smart" power strips are being available that sense the presence or absence of office workers and turn the attached equipment on and off accordingly.
- ✓ Don't underestimate the energy efficiency you gain by turning off business machines and industrial equipment when not in use.
- ✓ It takes a lot of energy to make new containers, paper products and packaging. One of the important ways to save energy is to reuse and recycle your paper, metals, glass and plastics, cardboard and other industrial materials.