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As a business owner, you're always looking for ways to control costs. An often overlooked but simple answer can be implementing energy efficient practices in the day-to-day routine. Don't let energy and money silently slip out the door. Instead, Take Control of your energy costs.

We've provided you with some easy, cost effective tips that you can implement to make your business become that much more efficient.



Winner of the Prestigious  
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# Helpful Guidlines for Commercial Customers

commercial  
conservation



TAKE CONTROL OF YOUR  
ENERGY USE

## No–Cost Tips

### Save 10 to 25 percent on your energy bill

- ❑ In the cooling season keep the thermostat at 78–80° when people are in the building, 85° at night and on weekends.
- ❑ In the heating season, keep the temperature at 68° when people occupy the building, 55–60° at night and on weekends.
- ❑ Make sure outdoor lighting is turned off during the day.
- ❑ Don't use screen savers – they prevent CPUs and monitors from going into power-saver mode.
- ❑ Make sure equipment is turned off overnight and weekends. Use the energy saving feature on printers, monitors, copiers, and computers if the option is available.
- ❑ To save energy, keep exterior and freight doors closed as much as possible.
- ❑ 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.

## Low–Cost Tips

### Save an additional 10 to 25 percent

- ❑ Plant trees on south and west sides of the building.
- ❑ Use ceiling fans to keep the air moving. They can make it feel at least four degrees cooler.
- ❑ Make sure doors to the outside have enough weather stripping.
- ❑ Caulk windows.
- ❑ Use drapes, shutters, or window film to prevent heat loss and heat gain.
- ❑ Change the furnace filters monthly.
- ❑ Replace existing exit signs with more efficient LED exit signs.
- ❑ Install a programmable thermostat. Consider a locking cover over the thermostat to avoid having employees change temperature settings.
- ❑ Insulate water heaters and supply pipes.



## Added–Cost Tips

### Save up to an additional 25 percent

- ❑ Change incandescent bulbs to compact fluorescent bulbs. Use T-8 fluorescents in overhead lighting.
- ❑ Use electronic ballasts. They increase fluorescent lamp efficiency by up to 25% and increase light output by 10–15%.
- ❑ Install skylights and use less artificial lighting.
- ❑ Make sure there is enough insulation above the ceiling and in the walls.
- ❑ Consider installing double pane or storm windows.
- ❑ Install low-emissivity coatings to windows. Low-e coating is a thin transparent coating of silver or tin oxide on the glass surface or on a suspended plastic film, which lets short-wavelength sunlight pass through, but blocks the escape of longer-wavelength heat radiation.
- ❑ Install occupancy sensors and timers for lighting. Some areas that are used sporadically, such as offices, restrooms, and supply rooms, are good candidates for using sensors or timers. Lights are only on when someone is in the room, reducing unnecessary energy use.
- ❑ Install an air conditioning economizer to bring in outside air when it's cool.