



# YOU HAVE THE POWER TO SAVE ENERGY

TAKE SIMPLE STEPS TO SAVE AND MAKE A BIG DIFFERENCE

Electricity and natural gas make it possible to do the things we need to do at work and at home. But much of the energy we use is wasted—as much as 30 percent in a typical workplace.

Some of the most surprising energy wasters are simple habits. Working together, employees can reduce energy use by as much as 10 percent. Do your part with a few new habits like these:

- Set computers, monitors, printers, copiers and other office equipment to sleep when not in use.
- Switch off the lights when you leave a room.
- Unplug devices and chargers that aren't in use.
- Use a smart power strip to identify which electronics should always be on, and which ones do not need power when they're not in use.
- Stop using space heaters.
- Turn off breakroom equipment like coffee makers when not in use.
- Upgrade old electrical devices to newer, more efficient models.
- Think before you print. Go paperless when you can.
- Set the thermostat to 65-68 degrees in the day during cooler months and 72-75 degrees in warmer months.
- Keep heating and cooling vents free of clutter.
- Close window shades on hot days to keep summer heat outside. On cooler days, take advantage of natural sunlight.
- Join or start a green team at work and get creative about new ways to save.

## Use your energy-saving savvy at home

Energy Trust can help you use less energy and save money at home with free resources like these:

- Online Home Energy Review
- Cash incentives to help you make energy-saving improvements
- Low-cost and no-cost energy-saving tips
- Referrals to qualified contractors



To learn more about saving energy at work and at home, visit [www.energytrust.org](http://www.energytrust.org) or call 1.866.368.7878.

## WHY USE LESS ENERGY?

### Workplace benefits

- Free up resources to invest in your workplace and employees
- Help your workplace stay competitive and grow
- Reduce operating costs as much as 10 percent
- Support sustainability goals
- Improve efficiency

### Personal rewards

- Make a difference for your team and your community
- Conserve natural resources
- Lead by example

### Energy Trust of Oregon

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