



ENERGY-SAVING TIPS FOR OFFICES

There are many no- and low-cost steps you can take to reduce your energy consumption and control costs. Some upgrades are eligible for cash incentives from Energy Trust of Oregon.

Lighting

- Turn off lights when not in use or when natural daylight is sufficient.
- Take advantage of natural light, and open or close blinds to reduce overhead lighting during daytime hours. Use task lighting as needed.
- Lighting in commercial buildings can account for nearly 10-17% of electric use. Upgrade your lighting with new energy-efficient bulbs and fixtures, and use controls to save energy and improve lighting quality.

Office Equipment

- Set computers, computer monitors, printers, copiers and other office equipment to sleep when not in use.
- Consolidate stand-alone office equipment to be shared by multiple users. Typical cost savings can reach 30 to 40% for electricity, hardware, supplies, and maintenance.
- 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.

Heating and Cooling Systems

- Schedule a regular checkup of your heating and cooling equipment each season to ensure systems operate at peak efficiency.
- Change or clean HVAC filters regularly. Dirty filters overwork equipment, using more energy, and result in lower indoor air quality.

- Set back thermostats for evening and weekend hours, and adjust temperatures seasonally. Or even better, install programmable thermostats to automatically reduce heating and air conditioning during closed hours.
- Use shades and blinds to control direct sun through windows in both summer and winter to help heat or cool your office space.
- Keep coils clean on heat pumps and air conditioners to improve efficiency and save energy.
- Keep exterior doors closed while running your HVAC to avoid wasting hot or cool air.
- Keep server rooms cool to keep equipment functioning efficiently.

Workplace Behaviors

- Educate employees and building tenants about how their workplace habits and behaviors affect energy use.
- Engage staff and tenants in saving energy and reward energy-efficient behaviors and habits
- Appoint and empower an employee or team of employees to lead sustainability efforts



Visit www.energytrust.org/for-business or call **1.888.777.4479** for more resources and information on how you can save energy at your business.

Serving customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista. 9/21