

Warm Weather Tips for Business

General Tips

- Use large equipment during off peak hours whenever possible. Adding a large load during peak hours adds excess electricity charges.
- Turn equipment and lights off after hours.
- Always choose ENERGY STAR® products whenever possible because these products are designed to save energy when in operation and especially when inactive.
- Set energy saving features on all your office equipment to put them into sleep mode when not in use.
- An energy audit might be the best investment you can make for your business.

Cooling and Ventilation Systems - Improve Efficiency

- Use a programmable thermostat and make it easy to adjust the settings as well as regulate the temperature when you are closed to avoid unnecessary cooling costs. Consider a locking cover over the thermostat to avoid having employees change temperature settings.
- Close window blinds to shade your rooms from direct sunlight. Reducing solar gain keeps your business cool.
- Allow your workers to wear comfortable clothing during hot weather. It makes little sense to keep a room cold enough that workers must wear suits and coats to stay warm.
- To save energy, keep your exterior and freight doors closed as much as possible. Consumers frequently complain about retailers who run their air conditioning on high to keep their stores as cold as possible while leaving their doors wide open.
- Keep your cooling and ventilation systems tuned on an annual basis. Maintain a regular filter replacement and cleaning schedule. Don't forget to check ducts and pipe insulation to make sure that it is in good shape.
- Install window film, solar screens or awning on west-facing windows. If there is a limited overhang on the south side, consider installing window film also on south facing windows. Not only will the cooling load be reduced, but also these films can reduce exposure to ultraviolet radiation and reduce glare.
- Install ceiling fans - they make it feel at least four degrees cooler. Raise the thermostat to save energy. Turn off fans when people are not present because the moving air only makes people feel cool—actually the fans themselves generate a little heat.

- When buying new cooling and ventilation units - choose ENERGY STAR®. These units are 20 to 30 percent more efficient than older models.
- Rewire restroom fans to operate with the lights.
- Insulate water heaters and supply pipes.
- If possible, install ceiling and wall insulation. You will save money on your monthly utility bills and your employees will be more comfortable.
- Install ENERGY STAR® labeled reflected roofing materials.

Lighting - The Right Light for the Right Task

- Many offices, stores or factories can easily reduce lighting without affecting productivity. Turn off as many unnecessary lights as possible. 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.
- Make sure that equipment and lights are turned off after hours.
- Replace old fluorescent lights with newer, more efficient models with electronic ballasts (such as retrofit T12 lights with magnetic ballasts to T8 lights and electronic ballasts).
- Replace your high-use incandescent light bulbs with compact fluorescent lights. A compact fluorescent light uses 75 percent less electricity to produce the same amount of light as an incandescent bulb. The compact fluorescent will last about 10,000 hours as opposed to the 600 to 1,000 hour average life of an incandescent. By replacing a 100-watt incandescent with an equivalent 25-watt compact fluorescent, you can save more than \$90 per bulb in electricity costs over the 10,000-hour lifetime of the compact fluorescent.
- 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 automatic room-lighting controls to turn lights on or off depending on occupancy or time of day.
- Change out incandescent or fluorescent exit signs with LED exit signs.

Computers and Other Office Equipment

- Turn off your computers and any other office equipment when you're not using them, especially overnight and weekends. This practice costs nothing and can potentially save as much as \$44 per year, per computer, depending on what you pay per kilowatt-hour.
- To be as energy efficient as possible, only buy office equipment that displays the ENERGY STAR® logo.
- Choose settings that automatically switch the computer monitor into sleep or "power-down" mode when it hasn't been worked on for a preset amount of time. Shorten the delay time before your monitor automatically goes into sleep mode.
- Consider having employees use lap top computers since they use up to 90 percent less energy than a standard computer.
- If it works for your business, consider ink-jet printers which also use 90 percent less energy than laser printers.
- Purchase the proper sized copier for your business needs.

- Choose the smallest computer monitor that will meet your needs. The bigger the monitor, the more energy it uses. For example, a 17-inch monitor consumes 35 percent more electricity than a 14-inch monitor.

Food Service and Refrigeration Equipment

- Fully load cooking equipment to use energy efficiently however be careful not to overload beyond the recommended capacity.
- Keep pots covered to reduce heat loss.
- Keep refrigerators full. A full refrigerator retains the cold longer and will cycle on less frequently.
- Preheat cooking equipment at the manufacturer's recommended setting.
- Keep evaporator coils clean and free of ice build-up with regular maintenance. Check levels of oil and refrigerant.
- Turn off backup fryers and ovens during low production periods.
- Use insulated night covers on refrigerated display cases.
- Install automatic door-closers and strip curtains on walk-in freezers or coolers.
- Make sure oven doors fit tightly by adjusting door latches, and check to make sure that the gaskets are in good condition.
- Buy insulated cooking equipment when possible since insulation keeps more heat in the equipment instead of the room.
- Consider replacing broilers with smooth or grooved griddles—your energy consumption will be significantly reduced.