



Top 10 Things Employers Can Do to Reduce Energy Use

1. Install sensors that automatically turn out lights in empty rooms.
2. Offer carpooling and vanpooling programs.
3. Minimize single occupancy trips outside the office during the day.
4. Develop an employee awareness campaign.
5. Follow maintenance schedules to keep office equipment and air conditioning / heating equipment operating dependably and efficiently.
6. Change air conditioning / heating equipment filters as recommended by the manufacturer. HEPA filters are preferred.
7. Always choose Energy Star labeled office equipment
8. Establish office energy practices and follow up on their use.
9. Install programmable thermostats for your heating and air conditioning system. Set them properly.
10. Install Energy Star EXIT signs. Light-emitting diode (LED) models are generally the best. Some are rated as low as 2 watts per EXIT sign.

