

# 18 ways your business can cut energy costs



Energy costs are an unpredictable expense for most small businesses, but a high energy bill doesn't have to be the cost of doing business. You can use this checklist to make easy, low cost updates to reduce your business's energy consumption.

**First, know what's "always on."** If your business is currently shut down, take a close look at its energy consumption and see if it's higher than necessary. There could be easy ways to reduce your base load – the minimum amount of electricity your building needs to operate.

# 🎒 Save on lighting

#### Swith to LEDs wherever possible

Look for ENERGY STAR® certified LED lighting for the highest standard of brightness, color, energy use, and lifetime rating.

#### Install sensors

Swap out your old light switches for ones with embedded sensors so lights turn on only when the space is in use.

#### Maximize natural light

Known as "daylighting," the practice of using windows, blinds, skylights, and reflective surfaces to provide comfortable internal lighting. Effective daylighting can reduce electricity costs and has been shown to improve worker productivity.

## Economize electronics

#### Use the power management function

A quick way to cut energy costs on all office computers. This function will automatically put monitors to sleep when not in use. Visit energystar.gov/powermanagement for step-by-step instructions.

#### Power down office equipment.

Copiers, printers, coffee makers, toasters – leaving these basic office necessities on all day and all night adds up over time. Turn off or unplug as many as you can at the end of the day as a simple way to cut costs.

# Optimize your HVAC

#### Stop air leaks

Find drafts and air leaks around windows and doors to improve ventilation and heating efficiencies. Use weather stripping and caulking to seal leaks.

#### Program thermostats

In a 9-5 workplace setting, consider your heating and or cooling needs when there is no one in the office.

#### Change or clean filters

Monthly inspections of HVAC filters can lower energy bills and your working environment. Dirty filters restrict air flow, cost more to use, and result in poor indoor air quality.

#### Clear vents of obstructions

Blocked vents require more energy to distribute air. Remove items like furniture or paper from the fronts of vents to keep the air flowing.

#### Clean coils

Clean the evaporator and condenser coils on heat pumps, air-conditioners, or chillers. Dirty coils inhibit heat transfer; keeping coils clean saves energy.

Be sure to revisit this checklist every so often so your business isn't letting easy money slip away. We provide free business energy consultations to answer your efficiency questions and help identify new ways to save. We're available by phone, over video chat, and in-person when businesses can safely return to work.

Sign up for a business energy consultation.

# Refrigerator maintenance

#### Clean coils

Clean the coils or fins on the backs of the evaporators and the condensing unit.

#### Check seals

Air leaks can cause refrigerators to work harder than necessary. Ensure refrigerator door seals are not torn or missing

#### Repair leaks

When there is a leak, electrical use increases, equipment becomes less reliable, and you spend more on wasted refrigerant. Repair them to avoid food loss and high maintenance costs.

## Oon't waste water

#### Look for leaks

Check toilets, faucets, and sinks for leaks. A moderate toilet leak can waste around 6,000 gallons of water a month. Leak repairs can reduce your water bill.

#### Install low-flow faucet aerators

The average faucet runs 2.2 gallons per minute. Aerators slow the flow to around 1.5 gallons per minute or less, saving water and energy.

## 🥺 Involve your employees

#### Promote teamwork

Let your employees know you'd like the business to try and save energy. If everyone makes small changes to their energy consuming behaviors, you can easily make a big impact.

#### Educate employees

Post energy saving tips throughout the office and make sure everyone's aware of the biggest energy-draining items and habits in the workplace. Share this checklist, for starters.

#### Next steps:

Thanks for walking through the checklist. You've probably found a few things that can be improved. Efficiency Vermont is here to help with the next steps – whether it's finding efficient products, air sealing, refrigerator maintenace, or finding a qualified contractor. Call us at 888-921-5990 to discuss what you found and let us help you find resources.

Ν	ο	te	es	
	-		_	