

Energy Saving Tips for Your Workplace!

Simple conservation measures as well as energy efficiency technology can go a long way toward reducing your business' monthly energy costs.

- Replace conventional incandescent light bulbs in desk lamps with compact fluorescent light bulbs (CFLs) and save 75% on your lighting energy use.
- Encourage all employees to turn off their desk power strips at the end of the day. Power strips with wireless remote control switches (or wired) make this action easy, but add cost. Just moving existing power strips to an accessible location can save energy without cost.
- Adopt a workplace energy efficiency policy to encourage employees to use energy conscientiously. For a sample policy, go [here](#)
- Install vending misers to control unnecessary use of energy by your vending machines.
- Turn off printers, copiers and computers overnight. Use timers to turn off equipment if the staff prefers.
- Most workplace coffee makers use more energy than you would think, especially those with a hot water tank inside that remains hot 24/7. For those coffee makers, use a timer that will turn off power overnight, and turn it on early in the morning so the water is hot before the first coffee drinker arrives.
- Make sure there are no more T-12 fluorescent lamps in your workplace. Replace with T-8s or T-5s and matching ballasts. Seek professional help to ensure correct light levels and distribution.
- Ensure that parking lot and outdoor lights are turned on only when needed. Install or fine tune occupancy sensors and/or photocells.
- Replace outdoor lights with LEDs with good controls
- Install occupancy sensors in place of indoor light switches in offices. A favored technology in recent years is a light switch that occupants turn on when desired, and the sensor will turn it off if the room is vacant.
- If your building has good natural lighting, consider using integrating day lighting with the light fixtures. Fixtures are now available that will automatically dim the fluorescent lamps when natural lighting meets the lighting needs of the space.
- Seek a professional energy audit for your building to create a list of building-specific energy efficiency measures that could be implemented in your building. Most audits will include estimated energy savings and costs in order to make a good business decision about the measures to implement.

- Most Alaska workplace buildings have outdated HVAC (Heating Ventilation and Air Conditioning) systems. Modernizing your system with digital controls, an Energy Management System, and more efficient fans, motors, and controls can cut your energy bills drastically. A more efficient HVAC system will also make your employees more comfortable, which could encourage greater productivity!
- Seek volunteer employees to form a Green Team to consider workplace changes that will save energy and/or other resources.