

Checklist to conserve energy at the office

Here are energy-saving tips to make your workplace more energy efficient.

- Replace incandescent lights with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs) for desk lamps and overhead lighting.
- Use dimmers, motion sensors, or occupancy sensors to automatically turn off lighting when not in use.
- Turn off lights when you leave at night. Use natural lighting or daylighting. When feasible, turn off lights near windows.
- Instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
- Close or adjust window blinds to block direct sunlight to reduce cooling needs during warm months.
- Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).
- Turn off your computer and monitors at the end of the work day. If you leave your desk for an extended time, turn off your monitor.
- Purchase printers and fax machines with power management features.
- Install low-flow toilets, urinals, faucets and shower heads.

Checklist to conserve energy at home

Here are energy-saving tips to make your home more energy efficient.

- Turn down the temperature of your water heater to the warm setting (120°F). Heating can account for almost half of the average family's winter energy bill.
- Replace incandescent lights with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs). The best targets are 60-100 W bulbs.
- Turn off the lights in unoccupied rooms or consider installing timers, photo cells, or occupancy sensors to reduce the amount of time your lights are on.
- Turn off your computer monitor when not in use for more than 20 minutes, and turn off both the CPU and monitor if you're not going to use your computer for more than 2 hours.
- Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).
- Clean or replace filters in your furnace, air conditioner, and heat pump.
- Replace aging, inefficient appliances. Even if the appliance has a few useful years left, replacing it with a top-efficiency model is generally a good investment.
- The typical home loses more than 25% of its heat through windows. It may be time to replace them with energy-efficient models or to boost their efficiency with weatherstripping and storm windows.
- Reduce your air conditioning costs by planting shade trees and shrubs around your house.