



TIPS FOR YOUR WORKPLACE

ENERGY EFFICIENCY

ACTIONS TO TRY IN THE FIRST MONTH

- Label your light switches to avoid turning lights on and off frequently
- Create an end-of-day routine. Hook up everyone's desk equipment to power bars to easily turn all devices off, create posters or reminders to staff, and designate a 'last person check' and have a checklist for the last person leaving the office.
- Search if your building qualifies for [ENERGY STAR certification](#)
- Bring a change of clothes to the office or wear layers of clothing - that way you can adjust your wardrobe instead of the thermostat
- Take the stairs instead of the elevator, save energy and earn those steps
- Declutter your space and ensure that vents clear to allow air flow through your room
- Cool down during your lunch break. Skip a meal using the microwave/oven/stove and opt for a no-cook meal
- Unplug those big TVs in common spaces after office hours
- Ask your operations manager if the heating and cooling temperatures are within reasonable limits, [recommended indoor temperatures](#), (within the [Ontario Occupant Health and Safety Act Regulations](#)):
 - Heating: 20°C (68°F) during the day and 18°C (64°F) at night
 - Cooling, 25°C (77°F) during the day and 23°C (73°F) at night
- If treating air indoors (heating or cooling) ensure all external doors are closed (e.g. closing the loading dock door when not in use)

ACTIONS TO TRY IN THE NEXT 3 MONTHS

- Suggest installing lightning controls and sensors to better manage lighting needs
 - Best rooms for sensors are those that [aren't occupied continuously](#) (such as conference rooms, break rooms or individual offices) so avoid hallways and other areas that people will constantly be walking in and out of
- Get the air flowing! If you aren't using the A/C open windows on various floors to have the air circulate better.
- Redecorating? Avoid placing appliances that give off heat (TVs or lamps) near a thermostat.
- Consider bringing a task light for your desks and avoid turning on all the overhead lights
- Take an inventory of all the office appliances and remove any unnecessary or redundant items (e.g. removing a desk printer when there is an office printer) and see if it time to upgrade to [more efficient models](#).
- Check that outdoor lighting is not turned on when visibility is clear
- Replace signage lights (e.g. exit signs) incandescent light bulbs for [LEDs that last 50 times longer](#)
- Find out if your workplace has a programmable thermostat to regulate the temperatures based on business hours, weather and even occupancy
- Research programs and initiatives to help fund energy saving projects from [Save on Energy](#), [Natural Resources Canada](#), [Government of Ontario](#), [ENERGY STAR](#),
- Get inspired by [Bullfrog Power Case Studies](#)
- If there are shower facilities (great for riding your bike to work) use colder water and ensure the exhaust fan is on to avoid steaming up your office
- Are there areas no one uses? Ask operations to avoid pumping air to areas underutilized such as hallways or storerooms
- Create a marketing campaign to inform staff and increase awareness
- Suggest having management conduct an [energy audit](#) or [hire an advisor](#)!

ACTIONS TO TRY IN THE NEXT 6 MONTHS

- Investigate your workplace procurement process. Make adjustments to include energy efficient models and options
 - Switch from desktop to laptop computer ([laptops use 80% less energy](#)) and [cost 80-90% less](#)
 - Purchase smaller monitors and reduce your [energy use by 30%](#)
 - Don't forget appliances like vending machines to printers
 - Suggest upgrades such as triple-pane windows
 - Review and update the building envelope - install additional insulation, etc.
 - Consider installing fans instead of A/C as they use less energy
 - Look into renewable energy sources and incentives for these projects
 - Purchase carbon offsets when these changes are not possible
- Create an [Energy Management Action Plan!](#)
- Present a [business case](#) to upper management!
- Consider a competition between staff departments of who can save the most energy!
- Employers can provide education to staff to understand the importance of behaviour shift towards energy efficiency, and help them understand the [motivation to change habits](#).
- Consider bringing together a Green Team to help tackle these initiatives - here's a [guide](#) for achieving some goals as a team. This team could create resources such as rules for using the break room (e.g. only run the dishwasher when it is full)
- A blocked vent will take [25% more energy](#) to pump air into the office. Here are some [preventative maintenance tips](#) your workplace should consider:
 - Change or clean all air filters, preferably every month.
 - Clean all heat exchanger surfaces, water and refrigerant coils, condensers and evaporators.
 - Repair leaks in piping, air ducts, coils, fittings and at the unit(s).
 - Replace defective equipment insulation, ducting and piping
 - Clean appliances too - a [refrigerator can waste](#) lots of energy if the coils are dirty