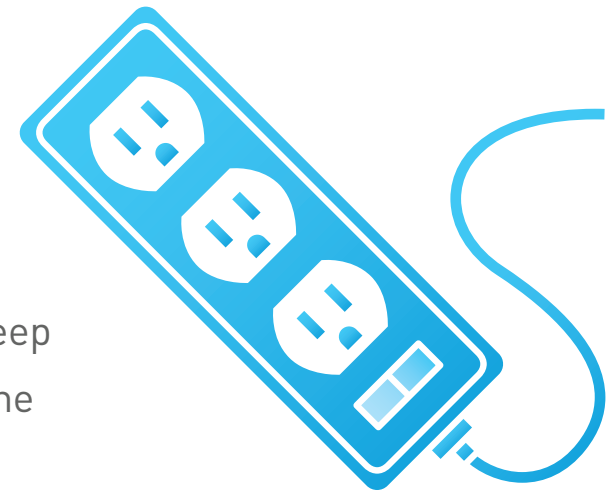




# No-cost and low-cost energy management tips

TOP 11 MONEY-SAVING TIPS



# MONEY-SAVING TIP #1

## Turn off equipment when not in use.

During the course of a busy day, it's easy to get distracted and keep equipment running longer than necessary. So encourage everyone to power down when equipment is not in use.

In addition, many types of equipment can unknowingly use energy. That's why it pays to install PC power management software solutions. Here are some of the benefits:<sup>1</sup>

- **Cut electricity use to save \$25 to \$75 per PC annually**
- **Reduce office cooling loads to save an additional \$10 to \$25 or more**
- **Enhance data security**
- **Improve productivity by eliminating the daily computer boot-up wait time**

**“Turning off equipment reduces unnecessary power drain and is a no-cost step to reduce energy use and lower bills.”**



## **MONEY-SAVING TIP #2**

### **Set thermostats to save energy without compromising comfort.**

Businesses have saved as much as 50% on their energy consumption. Minor adjustments to thermostat controls and existing equipment can make all the difference.<sup>1</sup>

#### **In warm weather months:**

- Set thermostats no lower than 78 degrees Fahrenheit during occupied periods
- Keep programmable thermostats set to turn air conditioning on 30 minutes before people arrive and off 30 to 60 minutes before they leave
- Shut off exhaust fans when rooms are unoccupied unless health codes require constant ventilation

#### **During cooler weather periods:**

- Set thermostats no higher than 68 degrees Fahrenheit
- Set programmable thermostats to turn the heat on before people arrive and off before they leave

## MONEY-SAVING TIP #3

### Close curtains, shades and blinds.

Too much sun exposure in the interior of your facility can make your heating, ventilation and cooling (HVAC) equipment work much harder than is necessary. But you and your employees can help prevent this.

Simply close the curtains, shades and blinds in your business at night, during unoccupied periods of the day and on weekends. This will help maintain comfortable room temperatures and lower your cooling costs.

This practice can also help you save money during the winter. By closing curtains, shades and blinds at night and during unoccupied periods you can help your building retain heat.

“Energy efficiency actions work most effectively when the entire company is on board.”



# MONEY-SAVING TIP #4

## Practice regular HVAC maintenance.

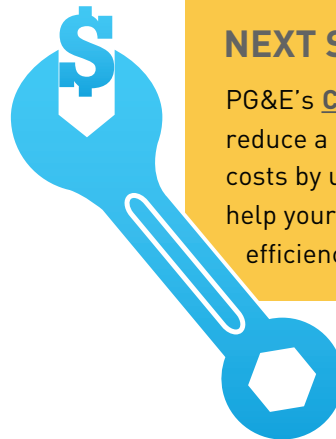
Service technicians have a mantra: “Maintenance matters.” That’s particularly true in the case of your HVAC equipment.

In Northern California during summer peak hours, HVAC units account for between 30% and 70% of the energy that commercial buildings consume.<sup>1</sup> It’s also a fact that airflow problems can reduce an HVAC system’s efficiency by up to 15%.

That’s why it’s smart to:

- **Clean evaporator and condenser coils**
- **Check and adjust refrigerant levels and cleaning blower components**

With regard to the heating system, check all gas or oil connections, gas pressure, burner combustion and heat exchangers.



### NEXT STEPS

PG&E’s [Commercial HVAC Optimization Program](#) can reduce a business’s annual operating, service and repair costs by up to \$500 per rooftop unit. The program can help your business get a higher level of performance, efficiency and reliability from your HVAC equipment.



“Lighter colored walls mean areas require less illumination.”

## MONEY-SAVING TIP #5

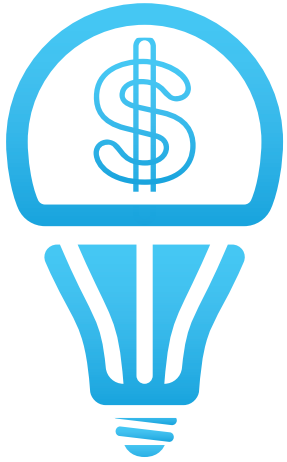
Clean diffusers and lamps every 6 to 12 months.

Dust can actually add to your energy bills. That’s because it can build up on lighting diffusers and lamps and reduce the lumen output of your business’s lighting. A smart remedy for this is to clean dusty diffusers and lamps every 6 to 12 months. This no-cost tip will help increase the lumen output from your lighting fixtures to improve lighting in your workspace.

For even more lighting savings, replace incandescent light lamps with compact fluorescent lamps. You can also remove excess fluorescent lights and install reflectors to deliver ample illumination with less energy.

# MONEY-SAVING TIP #6

## Change to LED bulbs.



How many employees does it take to change a light bulb? No, it's not a joke, and the answer is "too many."

If your employees are spending valuable time changing burned-out bulbs, they're not focused on business. But you can certainly change that.

Here's why it pays to begin installing light-emitting diode (LED) bulbs:

- **ENERGY STAR<sup>1</sup> LED light bulbs can last up to 50 times longer than the average incandescent**
- **LEDs use at least 75% less energy, which leads to lower monthly utility bills for your business**

# MONEY-SAVING TIP #7

## Request a no-cost energy assessment from a PG&E energy advisor.

Did you know that your business has an energy specialist on call? It's true. Your PG&E energy advisor is a technical specialist who will conduct an assessment to determine your optimal energy savings plan. In the process, your energy advisor will analyze your business's current energy use and identify savings opportunities that you can capitalize on.

After the audit, you will have energy information tailored to your business and energy use to help guide your decisions.

To request an audit, contact your PG&E representative or call our Business Customer Service Center at [1-800-468-4743!](tel:1-800-468-4743)"

### NEXT STEPS

What areas of your business use the most energy? Find out with an [online energy audit](#) inside your **Your Account**. You can get customized savings recommendations tailored to your business.



“The edges of doors and windows are often not sealed well, and this allows unconditioned air to seep into your business or conditioned air to escape.”



## **MONEY-SAVING TIP #8**

### **Add weatherstripping around windows and doors.**

You can reduce costly drafts at your business by adding weatherstripping, caulking or foam.

First, insulate around windows and doors to reduce drafts. In addition, use caulking to seal ducts, plumbing openings, recessed lighting and any other openings that allow air leaks in walls, floors and ceilings.

Here's another important point: Choose a type of weatherstripping that will withstand the friction, weather, temperature changes, and wear and tear associated with its location. For example, when applied to a door bottom or threshold, weatherstripping could drag on carpeting or erode as a result of foot traffic.



## **MONEY-SAVING TIP #9**

### **Clear obstructed vents.**

Here's a wise business philosophy: "Go with the flow." In other words, don't block airflow in your facility with furniture, paper, tools or equipment.

That's important because blocked vents require 25% more energy to distribute air.<sup>1</sup>

So assess the area to see that air flowing from the vent is circulating freely and check any vents on the floor.

In addition, don't keep vents closed in an effort to save energy. Doing so can actually change the way air is distributed and cause an imbalance to the operation of the HVAC system.<sup>2</sup>

1. ENERGY STAR, <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/stamp-out-energy-waste>

2. ENERGY STAR, <http://energystar.supportportal.com/link/portal/23002/23018/Article/15556/Does-it-help-to-close-vents-in-rooms-not-being-used-during-the-day>

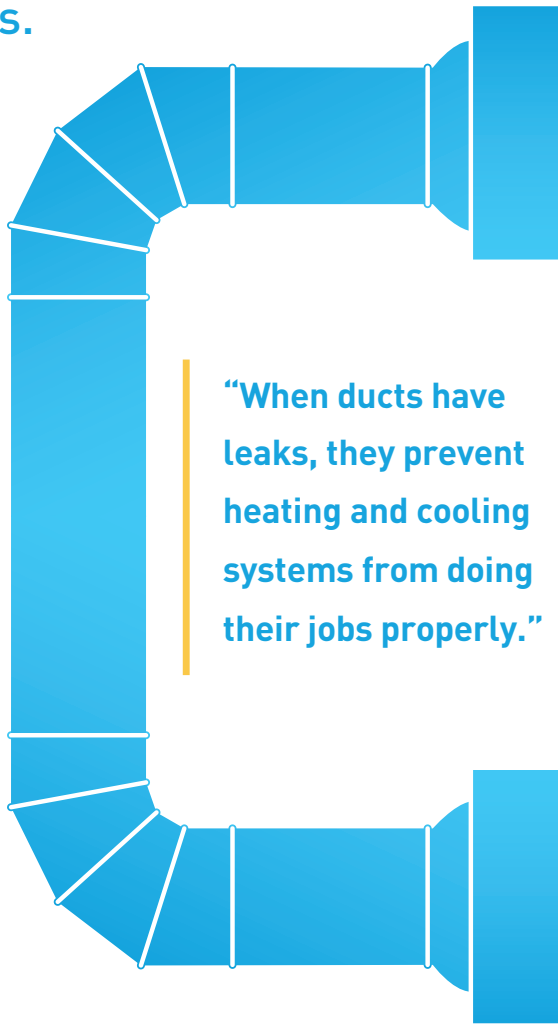
# MONEY-SAVING TIP #10

## Check central heating and cooling duct systems for leaks.

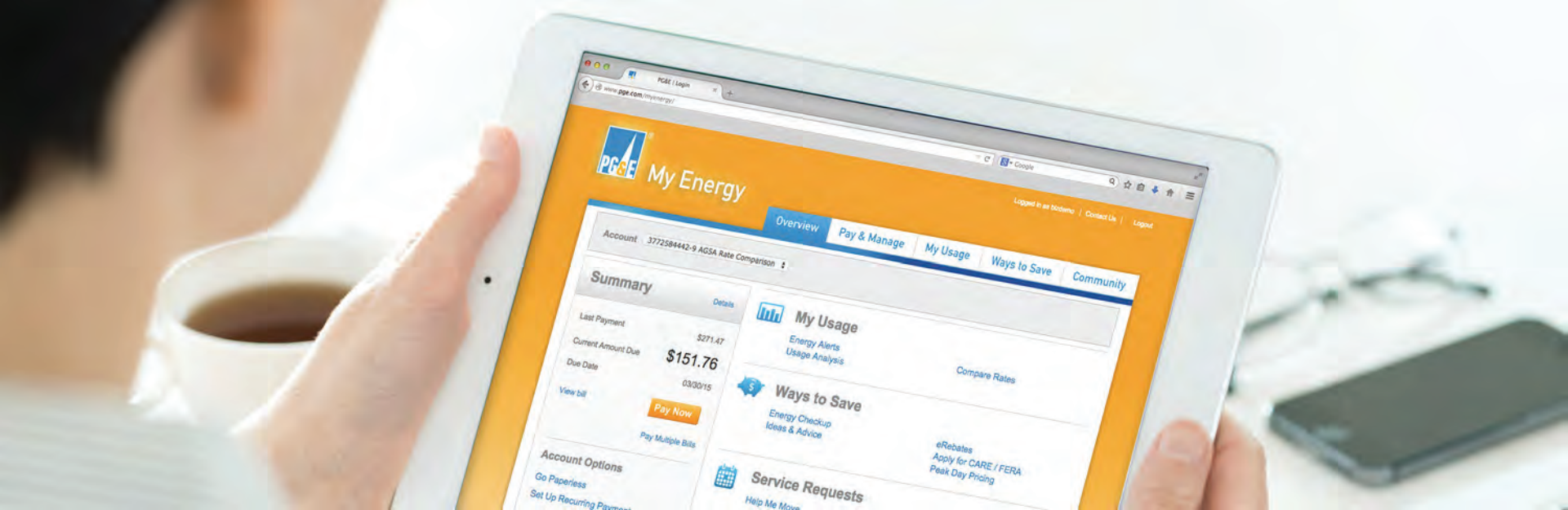
The ducts that circulate the cold and warm air throughout your building appear innocent-looking enough. But watch out, they can be big energy wasters. Sometimes they are not sealed properly. Other times they are not insulated well.

That's why it's a good idea to hire a contractor to make sure all the ducts that run throughout your building have duct sealant or metal-backed (foil) tape over the seams and connections. Then wrap the ducts in insulation.

By doing this, HVAC energy efficiency can be improved by 20% or more.<sup>1</sup> In fact, it's now possible for contractors to perform verified duct sealing using a special fan to test duct system leakage before and after sealing.

A blue U-shaped duct system is shown on the right side of the page. The duct is composed of several segments connected by white lines representing joints. The duct starts at the top right, goes left, then down, then right, and finally down again. A quote is placed inside the right-hand vertical section of the duct.

**“When ducts have leaks, they prevent heating and cooling systems from doing their jobs properly.”**



## MONEY-SAVING TIP #11

### Create an energy savings plan inside your online account.

The more you know about your business's energy use, the better you can plan and save. But you don't have to plan on your own.

PG&E created a highly customized online energy management tool for businesses. It has information to empower your decisions and resources to bring customized savings to your business.

It starts when you [set up your Online Account profile](#). Then you can create a personalized energy savings plan that's tailored around your business. Now you know where to start your energy savings plan, and you have 25 helpful tips to save money every day.