

Office Savings Tips

Occupancy-Based Strategic Energy Management



Want to save energy in the office? Here are things employers can do to save energy at the office:

Plug Loads

- Provide advanced power strips. You may qualify for up to [40% off energy-saving Advanced Power Strips](#).
- Given the chance, install energy efficient coffee machines, ENERGY STAR® appliances & vending machines.
- Retrofit existing vending machines with occupancy sensors.
- Use task lighting, instead of space lighting where appropriate.
- Use LED/LCD monitors.

Operations

- Post reminders to turn off screens/computers when leaving.
- Develop an office energy drain checklist to make sure devices are turned off at the end of the week. This can be a janitor task or an institutional program where employees are encouraged to go through the checklist prior to going home before the weekend. Ideally, this would be done every day.
- Where there are fume hoods, implement a sash closing awareness program.
- Consider staggering office occupancy such that the office can have “Off” days in which HVAC and lighting setpoints can be programmed for no occupancy.
- If there are too many people to maintain social distancing, consider staggering office occupancy by zone such that certain zones in the office can be programmed for no occupancy on a set weekly schedule.
- Close window blinds and treatments in warmer months to reduce cooling load/needs.
- Open window blinds and treatments in colder months to supplement the heating system with solar heat gains.
- Develop an energy/sustainability awareness campaign.