



## A Building Owner's Guide to Energy Efficiency

Energy Efficiency is easy at any price point! By improving Energy Efficiency in your building you will save money, improve Utah's air quality, and reduce the chance of power outages. Use this list to find options that work for your building and your budget.

No cost tricks	Low cost tricks	Higher cost tricks*
<ul style="list-style-type: none"> <li>● Revise janitorial practices to reduce the hours that lights are turned on each day</li> <li>● Set goals and a methodology to track and reward improvements</li> <li>● Turn off lights in unoccupied rooms</li> <li>● Maximize daylighting</li> <li>● De-lamp in overlit areas</li> <li>● <a href="#">Enable power management functions on office computers</a>, to automatically put monitors to sleep</li> <li>● Activate sleep settings on all printers, copiers, fax machines, scanners, and multifunction devices</li> <li>● Set back the thermostat in the evenings and other times when the building isn't occupied</li> <li>● Adjust thermostats for seasonal changes</li> <li>● Use shades and blinds to control direct sun through windows in both summer and winter to prevent or encourage heat gain</li> <li>● <a href="#">Educate employees and building occupants</a> about energy behaviors</li> </ul>	<ul style="list-style-type: none"> <li>● Conduct a nighttime audit to identify wasted energy use</li> <li>● Visually inspect insulation on all piping, ducting and equipment for damage</li> <li>● Perform monthly maintenance of heating and cooling equipment</li> <li>● Use task lighting where feasible</li> <li>● Implement a regular lighting maintenance program</li> <li>● Plug electronics into a "smart" power strip to switch off devices not in use</li> <li>● Change or clean HVAC filters every month during peak cooling or heating season</li> <li>● Shorten the preventive maintenance intervals for replacing air handler filters</li> <li>● Clean the evaporator and condenser coils on heat pumps, air-conditioners, or chillers</li> <li>● Repair leaks and adjust pressure in compressed air systems</li> <li>● Repair damaged insulation and replace missing insulation</li> <li>● Reward energy-efficient behaviors and habits in employees (ex., ice cream social)</li> </ul>	<ul style="list-style-type: none"> <li>● Retro or re-commission the building</li> <li>● Replace old fluorescent and incandescent lighting with T-8 (or even T-5) fixtures, ENERGY STAR certified CFLs or LEDs, and other energy-efficient lighting systems</li> <li>● Swap out incandescent light bulbs with ENERGY STAR certified CFLs or LEDs on desks and lamps.</li> <li>● Purchase energy-efficient products like ENERGY STAR certified devices and equipment</li> <li>● Clean refrigerator coils twice a year and replace door gaskets</li> <li>● Install variable frequency drives (VFDs) and energy-efficient motors</li> <li>● Upgrade and maintain heating and cooling equipment</li> <li>● Plug air leaks with weather stripping and caulking</li> <li>● Balance air and water systems</li> </ul> <p>*Both <a href="#">Questar</a> and <a href="#">Rocky Mountain Power</a> offer rebates to offset the costs of these improvements!</p>