

## **ADI's Top 12 Ways to Help Conserve Energy!**

*Here are a dozen suggestions to help you save energy. Some of them are obvious, some of them aren't. By reducing your energy consumption, you are doing a good thing for the environment and you're adding directly to your bottom line. That's a win – win for everybody!!*



**Going Green**

### **Turn off lights in areas that aren't being used.**

This can be restrooms, training rooms, conference rooms, kitchens, etc. If you're the last one to leave a room, turn off the lights. It takes a while to make it a habit but sooner or later, it'll become second nature. Tape a sign up next to the switch reminding people to turn off the light when they leave. It can make a huge difference!

### **Turn off your PC and peripherals (printers, copiers, scanners, etc).**

This may not be feasible for everyone but when you can, turn them off. This should normally be done only in the evening since rebooting takes energy and time so only do this when you leave at night, when it will be unused for several hours. Even in a standby mode, if a unit is only drawing 1 watt...it still equates to over 60KWh per year per unit. That's about \$7 per device per year but it also generates over 80 LBS of greenhouse gas emissions every year. Now multiply those numbers by the thousand of PC's we have in the field and suddenly you're talking about some huge savings!

### **Set you thermostat up or down by one degree.**

Changing the temperature by a single degree on your thermostat can make a 3% difference on your HVAC bill. In most cases, nobody will ever be able to feel a 1 degree change. If your building is like most buildings, you probably have hot spots and cold spots so a simple change like this will actually make it more comfortable in some areas. If you have some people that are always hot or always cold, consider a fan or portable heater for those people as opposed to heating or cooling the entire office.

### **Program your thermostat.**

Based on recent survey results, we know several buildings do not have programmable thermostats but for those that do, be sure you take full advantage of them and program them to cut way back in the evenings and on weekends. This can easily save you another 15% - 20% on your HVAC bill. For those that don't currently have a programmable thermostat, do it manually. Turn it back when you leave in the evenings. It may be a bit of extra work if you have multiple thermostats but it will pay you back by adding money directly to your bottom line.