



## Going Green Makes Sen\$e

### *How To Start Reducing Energy Use In Your Office*



Your agency Green Team and individual employees can take steps to save energy and play a significant role in reducing usage. Here are some ideas to get you started.

#### General

- Utilize EPA's new Energy Star at Work online tool for employees at [www.energystar.gov/work](http://www.energystar.gov/work).
- Benchmark your building's energy performance using EnergyStar Portfolio Management tool.
- Encourage staff to turn off all computers, monitors, speakers, cubicle lighting, coffee pots, etc. at the end of the day or if they will not be used for a few hours. Use signs, posters, e-mail or voice mail messages to remind staff.
- Work with your IT department to see if they can utilize software to remotely turn off computers at a specific time each day.
- Implement reduction strategies for paper, photocopying, printing and faxing such as by double-siding, scanning and using electronic copies.
- Share printers whenever possible and reduce the purchase of new printers. Multi-function machines that can copy, print, scan and fax eliminate the need for individual devices.
- Work with building management to install energy misers on vending machines.

#### Office Equipment

- If possible, install devices to power down machines during times of low use. If not possible, assign staff to be in charge of turning off shared equipment at the end of the day or for the weekend.
- When purchasing or leasing equipment specify EnergyStar.
- Utilize power management features, like sleep mode; equipment should be checked periodically (monthly) to make sure that power-saving features are still activated.

#### Lighting

- Work with your building manager to install motion sensors in conference rooms, restrooms, lounges and other common spaces. If you have overhead fluorescents lighting fixtures, determine if one bulb could be removed without impacting lighting needs.
- Turn off lights in unoccupied rooms; post friendly reminders on switches.
- Use natural day lighting whenever possible instead of turning on lights.

#### Heating, Cooling, Hot Water

- Contact your facility or building manager to determine if improvements can be made to your building's energy management systems.
- Determine if hot water temperature can be lowered or if there are any water saving devices that can be utilized at sinks in restrooms and lounges.
- Draw blinds at the end of the day to maintain heat in winter and coolness in summer.

For more information on saving energy, contact:

Mary Sherwin, [mary.sherwin@ct.gov](mailto:mary.sherwin@ct.gov), Connie Mendolia, [connie.mendolia@ct.gov](mailto:connie.mendolia@ct.gov), Lynn Stoddard, [lynn.stoddard@ct.gov](mailto:lynn.stoddard@ct.gov)

DEEP web site: <http://www.ct.gov/deep>