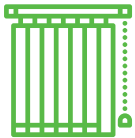


10 TIPS

for saving energy and money in your buildings.

With funds low and demands for healthier environments higher than ever, buildings like yours are using energy efficiency to operate leaner, greener and safer. Here are a few ways you can start saving money now:

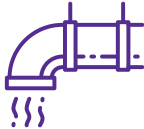
1 Install inexpensive shades on your windows in the summer to reduce cooling costs.



2 Turn office lights, vending machines and equipment off when not in use.



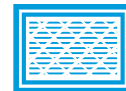
3 Resealing and insulating ducts can raise HVAC efficiency by as much as 20%.



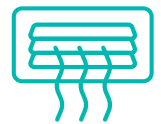
4 Install weather stripping on doors and windows to reduce drafts and energy costs.



5 Change HVAC filters monthly and perform regular tune-ups to decrease equipment breakdowns and optimize efficiency.



6 Keep floor vents clear of equipment and furniture; blocked vents require up to 25% more energy to distribute air.



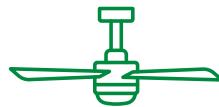
7 Insulate your hot water pipes for quick, cost-effective savings.



8 Set your building's hot water temperature to between 120–130 °F.



9 Set your ceiling fans to turn counterclockwise in the summer and clockwise in winter.



10 Install water-saving faucets and fixtures in restrooms, kitchens and other areas.

