



ENERGY SAVINGS TIPS FOR THE OFFICE

Provided by Gridmates

It's easy to save energy and it doesn't have to cost your company anything if you make some changes around the office. Follow these tips to save hundreds and even thousands of dollars a year – maybe even more than the value of the energy you donate. Gridmates offers an innovative platform to help you integrate your Corporate Social Responsibility (CSR) and Corporate Environmental Responsibility (CER) programs.

- Engage your employees.
 - Enlist employees to save energy at work. Use internal communications channels – the company Intranet, periodic emails, break room signage, etc. – to remind employees to watch their energy usage.
 - Create an “energy management team” consisting of employees who are passionate about the cause and will evangelize it to coworkers. Team members can also help by tracking the company's energy profile, equipment performance and savings statistics.

- Commit to using energy efficient equipment.
 - Ensure that all of the company's energy-consuming equipment (e.g., heating/cooling systems, refrigerators) is performing efficiently. Take an inventory of all equipment and schedule at least annual maintenance. Heating/cooling accounts for approximately 27 percent of a company's total energy costs and refrigeration adds another 5 percent.
 - Replace older, inefficient equipment and appliances with modern units bearing the “Energy Star” label, which indicates products that have been independently certified to save energy without sacrificing features and functionality. This includes electronics and computer equipment which generate about 10 percent of an organization's electric bill.
 - Change old bulbs to energy-efficient economy bulbs and LED technology. Lighting accounts for approximately 25 percent of workplace energy costs. If investing in LED technology isn't an option, turn off lights when space is not in use or natural daylight is sufficient. This can reduce lighting expenses by as much as 40 percent.

- Take control.
 - Proactively control energy usage. Install programmable building controls to limit lighting, heating and cooling to working hours only in occupied spaces. Program lights so they are dimmed when natural light is available. Winter sunlight streaming into a building can create warmth and reduce the need for heating.
 - Track and manage energy loads. Use software-based technologies such as smart metering to identify loads and separate electricity circuits in different plugs for controlling devices and appliances. Don't forget that it's impossible to manage anything that's not measured. Understanding and managing a building's energy usage can result in savings of more than 5 percent.
 - Make sure building infrastructure is energy efficient – that the building is well insulated, sealed and doesn't have leaks and cracks that reduce energy efficiency.

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Sources: Estimated energy savings are based on information available from the [U.S. Department of Energy](#) and [Energy Star](#).

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Media contact:

Susan Tull, susantull@aol.com, 512.577.2956

Gridmates contact:

Dr. George Koutitas (CEO & Cofounder), george@gridmates.com, 512.632.4363