



Bright Ideas for your WORKPLACE



Turning off non-essential lights is just a first step toward improving your business's bottom line. Take the following steps to make your entire workplace more energy efficient.

LIGHTING

- Take advantage of natural daylight. Turn off or dim electric lighting when adequate sunlight available to illuminate interior space. Ensure outdoor lighting is during daytime.
- Use compact fluorescent light bulbs or L.E.D. lighting. Compact fluorescent lamps may cost more, but they save as much as 80 percent on your electric bill and last up to 10 times longer than incandescent bulbs.
- Maximize natural lighting by installing skylights or windows.
- Paint dark walls and ceiling with lighter colors maximize the effect of existing lighting. Dark walls require more power to produce the same amount of light.
- Install lighting occupancy sensors that automatically turn lights on or off, depending on occupancy. These sensors work well in areas such as conference rooms, break rooms or restrooms that are not occupied continuously.

OFFICE EQUIPMENT

- Turn off computers, monitors, printers and copiers during non-business hours. Set computers to hibernate after 20 minutes.

- Use a laptop computer instead of a desktop system to save 80-90% in electrical cost, according to E-Source.
- Purchase ENERGY STAR office equipment.

HEATING & AIR CONDITIONING

- Use programmable thermostats to turn down the heat or A/C during non-working hours.
- Set thermostats -- for optimal energy savings - - at 78 degrees F for cooling in the summer and 68 degrees F for heating in the winter. This will save 10-20% of cooling costs and 5-20% of heating costs.
- Keep vents closed in unoccupied areas to prevent heating and cooling of storage areas and closets.
- Regularly change HVAC filters & tune-up your HVAC units (clean and check refrigerant charge).
- Install blinds, solar screens or shades to cool office.

ORGANIZE & ENGAGE EMPLOYEES

- Educate and encourage employees to be energy-conscious and to offer ideas about how to save energy. Form a "Green Team" to research and promote good energy practices and form employee buy-in.

Turn off non-essential lights on Earth Day and every day.

Register at:

www.LightsOutOhio.org

