



18 ways your business can cut energy costs

Energy costs are an unpredictable expense for most small businesses, but a high energy bill doesn't have to be the cost of doing business. You can use this checklist to make easy, low cost updates to reduce your business's energy consumption.

First, know what's "always on." If your business is currently shut down, take a close look at its energy consumption and see if it's higher than necessary. There could be easy ways to reduce your base load – the minimum amount of electricity your building needs to operate.



Save on lighting

- Switch to LEDs wherever possible**
Look for **ENERGY STAR® certified LED lighting** for the highest standard of brightness, color, energy use, and lifetime rating.
- Install sensors**
Swap out your old light switches for ones with embedded sensors so lights turn on only when the space is in use.
- Maximize natural light**
Known as "daylighting," the practice of using windows, blinds, skylights, and reflective surfaces to provide comfortable internal lighting. Effective daylighting can reduce electricity costs and has been shown to improve worker productivity.



Economize electronics

- Use the power management function**
A quick way to cut energy costs on all office computers. This function will automatically put monitors to sleep when not in use. Visit energystar.gov/powermanagement for step-by-step instructions.
- Power down office equipment.**
Copiers, printers, coffee makers, toasters – leaving these basic office necessities on all day and all night adds up over time. Turn off or unplug as many as you can at the end of the day as a simple way to cut costs.



Optimize your HVAC

- Stop air leaks**
Find drafts and air leaks around windows and doors to improve ventilation and heating efficiencies. Use weather stripping and caulking to seal leaks.
- Program thermostats**
In a 9-5 workplace setting, consider your heating and or cooling needs when there is no one in the office.
- Change or clean filters**
Monthly inspections of HVAC filters can lower energy bills and your working environment. Dirty filters restrict air flow, cost more to use, and result in poor indoor air quality.
- Clear vents of obstructions**
Blocked vents require more energy to distribute air. Remove items like furniture or paper from the fronts of vents to keep the air flowing.
- Clean coils**
Clean the evaporator and condenser coils on heat pumps, air-conditioners, or chillers. Dirty coils inhibit heat transfer; keeping coils clean saves energy.

Be sure to revisit this checklist every so often so your business isn't letting easy money slip away. We provide free business energy consultations to answer your efficiency questions and help identify new ways to save. We're available by phone, over video chat, and in-person when businesses can safely return to work.

Sign up for a [business energy consultation](#).

