

Energy Tips for Supportive Housing Projects Administrative and Staff Spaces

No Cost Tips – these simple steps do not cost a thing, but could potentially save you 10-25% on your monthly energy bill:

- During the summer, keep the thermostat at 78-80 degrees when people are in the building and 85 degrees at night and on weekends.
- During the winter, keep the temperature at 68 degrees when people are in the building and 55-60 degrees at night and on weekends.
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.
- Do not use screen savers on your computers that prevent your computer monitors from going into power-save mode.
- Make sure equipment is turned off overnight and weekends. Use the energy saver features on computers, copiers, printers, monitors, etc. if option is available.
- Unplug equipment that drains energy even when not in use (i.e., cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.)
- Turn down the water heater temperature to 120 degrees.
- Ensure that outdoor lighting is turned off during the day.
- Make double sided copies whenever possible.
- To save energy, keep exterior and freight doors closed as much as possible.
- Make sure that bulbs, fixtures, lenses, lamps and reflective surfaces are cleaned regularly. By removing grease, dust, and other dirt, you can increase the output of your lights.

Low Cost Tips – there are plenty of low costs; easy to do projects or steps you can do to save another 10-25% on your energy bill.

- Repair any leaky faucets promptly.
- Plant trees on south and west sides of the building.
- If possible, use task lighting to directly illuminate work areas.
- Use ceiling fans to keep the air moving. They can make it feel at least four degrees cooler.
- Install low-flow faucets and aerators.
- Make sure doors to the outside have enough weather stripping.
- Caulk windows.
- Use drapes, shutters, or window film to prevent heat loss and heat gain.
- Change the furnace filters monthly.
- Replace existing exit signs with more efficient LED exit signs.
- Install a programmable thermostat. Consider a locking cover over the thermostat to avoid having employees change temperature settings.
- Insulate water heaters and supply pipes.
- Plug electronics into power strips; turn the power strips off when the equipment is not in use.
- Use durable coffee mugs or glasses versus disposable cups.

Added Cost Tips – with the help of a contractor, these steps could potentially save you another 25% on your monthly bills. Remember to do your research before you sign a contract or put down a deposit.

- Change incandescent bulbs to compact fluorescent bulbs. Use T-8 fluorescents in overhead lighting.
- Use electronic ballasts. They increase fluorescent lamp efficiency by up to 25% and increase light output by 10-15%.
- Install skylights and use less artificial lighting.
- Make sure there is enough insulation above the ceilings and in the walls.
- Consider installing double pane or storm windows.
- Install low-emissivity coatings to windows. Low e-coating is a thin transparent coating of silver or tin oxide on the glass surface or on a suspended plastic film, which lets short-wavelength sunlight pass through, but blocks longer-wavelength heat radiation.
- Purchase ENERGY STAR – labeled products.
- Install occupancy sensors and timers for lighting. Some areas that are used sporadically, such as offices, restrooms, and supply rooms, are good candidates for using sensors or times. Lights are only on when someone is in the room, reducing unnecessary energy use.

** Information about these tips were gleaned from:

www.energy.gov

www.nvenergy.com