

Energy Efficiency Tips for Business

Energy consumption generates greenhouse gases (GHG) and accounts for a significant business expense. Businesses can get more value from the energy they purchase and lessen their impact on the environment with more energy efficient practices. Efficiency NB has programs to help businesses perform retrofits and save energy¹, and there are also opportunities for building owners and commercial tenants to save energy and reduce costs by implementing best practices and opting for energy efficient equipment.

Section 1 - Energy Management Strategy

Energy efficiency projects should begin with energy conservation (using energy only when needed) and then explore energy efficiency. To ensure success and sustainable results, all members of the organization should work toward implementing a culture of energy conservation and energy efficiency.

Energy Conservation and Energy Efficiency Guiding Principles

1. Understand your energy use
2. Minimize your waste (i.e. lifestyle)
3. Optimize your efficiency (i.e. investment)



Five steps to Develop and Implement an Energy Conservation and Energy Efficiency Plan

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|-------------------|-------------------|-------------------------|
| 1. Awareness | 2. Goals | 3. Employee involvement |
| 4. Implementation | 5. Sustainability | |

Section 2 – Energy Conservation and Energy Efficiency Checklist

The following list explores potential savings through “Best Practices” and “Energy Efficient Equipment” in three areas: Office Equipment & Electronics, Lighting, Building Envelope and Heating & Cooling Systems.

Office Equipment and Electronics	Checked
Best Practices:	
Ensure that power management is enabled on all computers so they "sleep" or "standby" after a period of inactivity. Note: 'screen savers' do not save energy.	
Ensure that computers, monitors, printers and other equipment, such as photocopiers, are completely turned off when not in use.	
Keep fridge away from sources of heat (sunlight, stove, radiator, etc.) and do not leave the fridge door open too long!	
If computers must be on for backup routines, enable the Wake On LAN function which will wake your computer from sleep to run backups or other software updates.	
Employ smart power strips to automatically shutdown peripherals such as printers, scanners and speakers when the computer is switched off.	
Do not overfill the kettle for one drink. Use only the amount of water you need!	
Eliminate phantom power drain by plugging items like device chargers into a power strip and turning it off when not in use.	
Energy Efficient Equipment:	
When replacing or shopping for office equipment, always consider ENERGY STAR rated models and compare EnerGuide labels ² .	
If the office fridge is more than 10 years old, consider replacing it with a new ENERGY STAR model.	

¹ Learn more about Efficiency NB Commercial section at <http://www.energycnb.ca/enb/1599/Commercial>

² For more information on ENERGY STAR and EnerGuide visit <http://oee.nrcan.gc.ca/residential/business/businesses-organisations.cfm?attr=0>

Lighting	Checked
Best Practices:	
Rearrange the workplace to get as much natural light by opening curtains, blinds, etc.	
Ensure outside lights are on only when required. Consider adding automatic time controls and photocells for outdoor lighting applications. Consult with an electrician or lighting designer for more details.	
Clean lighting fixtures in accordance with manufacturers' directions.	
Turn off lights when leaving a room	
Adjust building housekeeping and maintenance routines to minimize after hours lighting	
Energy Efficient Equipment:	
Replace incandescent bulbs with energy efficient light bulbs (CFLs)	
Install vacancy / occupancy sensors ³	
Replace T12 fluorescent tube lights with high performance T8	
When selecting new light fixtures, consider the use of high efficiency T5 or T8 fixtures such as "volumetric" fixtures, highly reflective fixtures, premium efficiency fixtures, etc.	

³ Various vacancy and occupancy sensor technologies (passive infrared, ultrasonic, microphonic and multi-technology) can work well when designed and installed in accordance with manufacturers instructions. For complex facilities, consider using the services of a lighting design professional.

Building Envelope and Heating & Cooling Systems ⁴	Checked
Best Practices:	
Ensure thermostats are programmed according to occupancy schedule. Take advantage of night setback and vacation scheduling whenever possible.	
Keep doors and windows closed to keep heat in or out as required	
Perform regular maintenance of heating and cooling systems	
Check, clean, and replace filters regularly	
Try not to block radiators with furniture	
Avoid heating unused space	
Reduce your hot water consumption	
Paint and decorate in light colors (dark colors absorb lights and light colors reflect it)	
Minimize use of all sources of heat during hottest times of the day	
Energy Efficiency Equipment:	
Install programmable thermostats	
Detect air leaks, seal windows, doors, walls & ceiling, electrical outlets, etc.	
Shop for ENERGY STAR (low E argon filled, double glazed) windows	

⁴ Through [Energy Smart](#), Efficiency NB provides financial incentives towards an evaluation to determine the potential for energy efficiency upgrades in a commercial building and incentives towards the energy retrofitting project costs. Contact Efficiency NB today, and learn how building owners can benefit from these financial incentives.

If you have any comments or questions associated with any of the material in this checklist or if you would like to share your company's success and ideas, please contact us today at 1 866 643-8833 or visit www.energycynb.ca