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Ways to Save Money & Energy at Your Business

How Does Saving Energy Save Money?

Cost-effective energy efficiency projects can reduce annual utility bills by 20% and significantly reduce greenhouse gas emissions, all while saving your business money.

No-Cost Steps to Save Energy

- Turn off equipment (i.e. lights, computers, and other office equipment) on nights, weekends and when not in use. Install reminder labels.
- Lower your heater thermostat in the winter and raise your air conditioner thermostat in the summer. There should be at least five degrees F between heating and cooling set points.
- Use sunshine to warm your business during colder months by opening drapes or blinds. Close them at night to retain heat.
- Keep doors and windows closed to prevent heat loss during winter or loss of cool air in summer. Keep doors and windows open to provide ventilation instead of using air conditioning in summer.
- Remove unneeded light bulbs or use lower wattage bulbs.
- Adjust outdoor lighting timer controls to accommodate daylight savings time changes or install photocells to adjust automatically to changes in the season.
- Regularly clean and maintain food refrigeration equipment where applicable.

Cost Savings From Saving Energy

- Save \$50 each year by activating power management features on all computers.
- Clean all filters in your heating and cooling system monthly. Cleaning or replacing dirty air conditioner filters as recommended saves \$150 per year.
- Caulk or weatherstrip any drafty doors or windows. This saves \$274 per year in heating and cooling costs.
- Lower your water heater thermostat. Keeping it no higher than 120° F saves \$30 per year.
- Recycle old refrigerators that waste money and energy. Replacing old, worn-out appliances, such as your refrigerator, with newer, Energy Star appliances that use less energy can save up to \$75 a year in power costs.

Ways to Save Money & Water at Your Business

How Does Saving Water Save Money?

Water-related uses account for 19% of California's electricity, 30% of its natural gas and 88 billion gallons of diesel fuel every year. Water-efficiency measures can reduce water and sewer costs by up to 30%.

No-Cost Steps to Save Water

Make Sure You Can Answer the Following:

- How much water is your business using now and for what purpose?
- How much does your business pay for water?
- Do you know how to read your water meter?
- Is there a contact person for water use questions?

Improve Water Conservation Awareness

- Incorporate water conservation policy and procedures into training programs.
- Post water conservation stickers, signs and posters in bathrooms, kitchens, cafeterias, conference rooms and other places where employees congregate.
- Educate employees on water conservation measures like turning off water while washing hands and dishes.

Initiate an Employee Water Conservation Program

- Initiate your awareness program with a letter directed to each employee from the head of your business. The letter should describe the established conservation policies, identify a water efficiency coordinator, express full support for your business' conservation plan, and invite feedback.
- Provide water efficiency information to employees so they can incorporate water efficient retrofits and landscaping into business practices and homes and schools.
- Provide background information about the water conservation policy and its implications for operations.
- Continually emphasize the need for individual responsibility as part of a team effort to reduce water consumption.
- Establish a 'water-saving idea' box or listserv and encourage all employees to submit ideas. Respond to each suggestion offered.

