

# Office Energy Checklist



U.S. AIR FORCE



U.S. Air Force  
MISSION ASSURANCE THROUGH  
**ENERGY  
ASSURANCE**

This checklist outlines actions that conserve energy at the office

- Replace incandescent lights with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs) for desk lamps and overhead lighting. Using CFLs instead of comparable incandescent bulbs can save about 50% on your lighting costs. CFLs use only one-fourth the energy and last up to 10 times longer.
- Switch off all unnecessary lights. Use dimmers, motion sensors, or occupancy sensors to automatically turn off lighting when not in use to reduce energy use and costs.
- Turn off lights when you leave at night.
- Use natural lighting or daylighting. When feasible, turn off lights near windows
- Use task lighting; instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
- Use ENERGY STAR products.
- Close or adjust window blinds to block direct sunlight to reduce cooling needs during warm months. Overhangs or exterior window covers are most effective to block sunlight on south-facing windows.
- In the winter months, open blinds on south-facing windows during the day to allow sunlight to naturally heat your workspace. At night, close the blinds to reduce heat loss.
- Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).
- Replace desktop computers with thin clients or notebook computers and docking stations.
- Replace cathode ray tube (CRT) monitors with LED or liquid crystal display (LCD) monitors.
- Turn off your computer and monitors at the end of the work day, if possible. If you leave your desk for an extended time, turn off your monitor. (See IT & Electronics.)
- Turn off photocopier at night or purchase a new copier with low standby feature. Purchase printers and fax machines with power management feature and use it. (See IT & Electronics.)
- Coordinate with vending machine vendor to turn off advertising lights.
- Have a qualified professional perform an energy audit. Check with your utility company for names of auditors.
- Install programmable thermostats
- Check furnace ducts for disconnects or leaks.
- Ensure HVAC ductwork is well insulated.
- Ensure adjustable speed drives are operating properly.
- Insulate water heater, hot water piping and tanks to reduce heat loss.
- Install low-flow toilets, urinals, faucets and shower heads.
- Verify the energy management system switches into setback mode during unoccupied hours. Also, time clocks and computer controls may need adjustments after power outages or seasonal time changes.
- Install meters to track energy use.
- Save paper. Photocopy only what you need. Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Collect your utility bills. Separate electricity and fuel bills. Target the largest energy consumer or the largest bill for energy conservation measures.
- Carpool, bike, or use mass transit when commuting to work.
- To save gas, drive the speed limit, accelerate and decelerate slower, remove excess/unneeded weight, reduce unnecessary idling and miles traveled, and make sure tires are pumped up.
- Consider alternative work schedules and telecommuting to reduce greenhouse gas emissions from employee commuting.
- Reduce business travel by increasing phone, video, and Web conferencing and training capabilities.
- Use coffee mugs instead of disposable cups.