

Office Energy Tips

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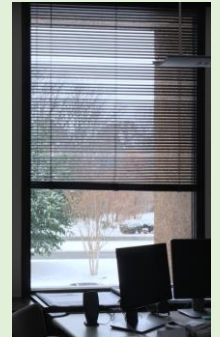


The Energy Management program's mission is to develop Henrico County government, schools, and public utilities as leaders in sustainable energy use, and to promote good energy management for the economic and environmental well-being of the county's residents and employees. There are many ways to save energy at work and at home, to conserve resources and improve the environment while also saving money.

Energy Conservation

Conservation is reducing energy use with the tools and technologies that you already have through simple behavior changes. Here are some conservation tips:

- **Turn off the lights.** Use natural light or small task lights instead of overhead lights whenever possible. Keep lights off in empty rooms.
- **Put computers in sleep mode when not in use.** Sleep mode uses very little energy, but allows you to return to your work quickly.
- **Set thermostats to balance thermal comfort with energy management.** If you have thermal control in your office, EPA recommends 68° during heating season and 78° during cooling season. Avoid using individual desk heaters if possible.
- **Think before printing.** Printing uses energy and paper. If you must print, use the shared office printer instead of individual desktop printers, so only one piece of equipment has to be kept on. Turn off all machines before you leave in the evening.
- **Use window blinds wisely.** Lower blinds against sunlight on hot days to limit heat gain, and raise them on cold days to let in warmth. Close them on cold nights to insulate the windows and keep heat in.
- **Unplug chargers and electronics when not in use.** Small amounts of electricity, called standby power or vampire power, are drawn by chargers, appliances, and electronic devices when plugged in.



Energy Efficiency

Efficiency means improving building systems to perform the same function with less energy. Examples are changing lights to LEDs, adding insulation, or upgrading inefficient HVAC systems. The Energy Manager is working on projects such as these throughout the County.



Thank you for helping Henrico conserve energy!