

Operations

- Turn things off that are not being used.
- Check occasionally to be sure things you think are off are truly off.
- Consider re-purposing parts of the facility areas during idle times to generate income.
- Use programmable heating, ventilation, and air conditioning (HVAC) thermostats or central control with daily programming (Seven independent days) to control heating and cooling equipment. Set operating schedule to closely match actual building events and use set-up / set-back to keep HVAC equipment off during idle times.
 - Note: if on non-demand rate, keeping HVAC off as much as possible is perfect for saving money. But if on a demand rate, bring electric cooling and electric heating equipment on gradually to avoid aggravating demand charges that can outweigh the saved energy – applies to start-ups for events or when entering occupied mode.
- Adjust controls so that ventilation (outside air intake) is appropriate for large gatherings but reduced to smaller amounts during idle times when there are only a few people.
- For cooling units with an air economizer, adjust to lock out cooling compressor below 55 °F degrees outside air and use 'free cooling', if internal loads need cooling in cold weather.
- Monitor overnight 'ghost loads' using the utility online data portal and verify the usage you see with the building closed is a necessary expense.
- If a hot water boiler is used, reset the water temperature to a lower value in mild weather.
- Make certain that heating and cooling do not run at the same time.

Maintenance

- Annual heating and cooling unit checkup, including cleaning coils, refrigerant charge, flue temperature, supply air temperature, belt condition and tension, and outside air damper position, and anything needing repair. For cooling units with an air economizer, verify the controls are functional.
- Make sure automatic controls are functional.
- Change furnace and air conditioner filters regularly.
- If there is a kitchen, clean refrigerator/freezer/ice machine condenser coils to improve the efficiency of the unit. When coils are dirty, the unit will run, and run, and run.
- Keep air conditioner outdoor unit (condensing unit) coils free from dirt, grass, etc. so they can breathe.

- Inspect building entry doors for tight seals and repair as needed; draft or light visible at the opening is an indicator.

Office Equipment, if replaced

- Choose copiers that have a sleep mode.
- Choose copier type appropriately. Laser copiers use considerably more power than other printers.

Heating and Cooling Equipment, if replaced

- Higher efficiency cooling equipment, with 'free cooling' economizer.
- Replace any electric heating with natural gas heat, if natural gas is available.

Lighting Equipment, if replaced

- Higher efficiency lighting.
- Avoid incandescent and halogen lighting.