

# Free and low-cost ways to save energy at your small business

Complete these routine operation and maintenance tips to lower your energy costs and keep your equipment in tip-top shape.

## Heating, Cooling and Ventilation



- Program thermostats to adjust temperature settings when unoccupied or set to a schedule.
- Optimize economizers and outside air-intake equipment.
- Tune up boilers and chillers.
- Restore VFD motor-control settings.
- Clean filters and coils on a regular basis.
- Survey staff quarterly to identify comfort issues (i.e. drafty, too cold, too warm, stuffy) and investigate solutions.
- Test, maintain and repair steam traps (if applicable).

## Lighting



- Direct staff to dim or turn off nonessential common-area lighting when unoccupied.
- Upgrade to DLC or ENERGY STAR® certified LED lighting, which uses up to 90% less energy and lasts up to 25 times longer than typical lighting types.
- Install occupancy sensors, which automatically turn lights off when unoccupied.

## Water Heating



- Lower the temperature set points of your water heater to the safest levels to save energy.
- Install low-flow devices and/or aerators on all sinks, faucets, and showers to save water.

## General



- Schedule regular maintenance to change air filters, clean cooling coils, check that air intake and vents are free of debris, and perform tune-ups on heating and cooling equipment.
- Minimize the use of plugged-in electronics, including space heaters and personal appliances.
- Keep windows and doors closed while the space is being used.
- Reward energy-efficient behaviors to encourage employee participation.
- Routinely check to make sure equipment setpoints have not been overridden, including setpoints for space temperature, motors controlled by drives, and hot water supply temperature.

## Let us help you save!

The NYSEG and RG&E Commercial and Industrial Rebate Program team can help you educate staff about the benefits of energy efficiency, set energy reduction goals, and brainstorm efficiency ideas with you. It's free!

**Call 888.316.8023**

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