

Energy Conservation Tips



Dollars for the Mission...Not Utilities

What Facility Managers Can Do



JOINT BASE SAN ANTONIO

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In Your Facility:

- ◇ Work with IT to make sure PC monitors, Copy Machines, Fax Machines, and other equipment Are shut off or asleep at the end of the work day. *Recommended times to go into sleep mode are after 10 minutes for monitors, copiers, fax, and other office equipment 20 minutes.*
- ◇ Make sure lights are on only when needed. *Turn off if planning to be gone for more than 5 minutes*
- ◇ Make sure heating thermostats are set to maintain 70°F or lower
- ◇ Make sure air conditioning is set to between 76°F - 78°F and shut down during unoccupied hours
- ◇ Make sure doors and windows are kept closed during heating and cooling season
- ◇ Inspect exterior door weather stripping for gaps. A 1/8" gap around a door is equivalent to an approximate 6" x 6" inch hole in the wall!
- ◇ Make sure exhaust fans are turned off at end of work day
- ◇ Report leaky faucets, windows and doors
- ◇ Post energy awareness materials throughout building
- ◇ Install CFLs to replace incandescent bulbs
- ◇ Unplug unneeded appliances
- ◇ Purchase Energy Star appliances
- ◇ Check that outside lights are turned off during the day
- ◇ Keep an eye out for occupants who seem too hot or too cold (Space heaters)
- ◇ Make sure HVAC diffusers are not obstructed
- ◇ Make sure that thermostats or room sensors for HVAC are not covered by furniture or heat sources (computer equipment, etc) are not in close proximity.
- ◇ Set refrigerators between 37° - 40° and freezer sections at 5°. Inspect doors for proper fit of seals. If a piece of paper placed between the seal and the door frame can easily pulled out, it may be time to replace those seals.
- ◇ Maintain a 10 hour comfort window for daily HVAC operation.