

Energy Conservation Tips



Dollars for the Mission...Not Utilities

Saving Energy In The Office



JOINT BASE SAN ANTONIO

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Lights

- ◇ Replace desk/lamp light bulbs with compact fluorescent light bulbs (CFL). CFL bulbs provide comparable light to a standard light bulb, use 75% less energy and generate less heat. These bulbs also last 10-13 times longer!
- ◇ In areas that have more than adequate lighting (*i.e. corridors or near windows*), turn off every other light and/or remove unnecessary bulbs.
- ◇ Try task lighting to reduce overhead lighting.
- ◇ Turn off lights when leaving a room for more than one minute.

Computers

- ◇ Screen savers DO NOT save energy but giving your computer a nap does. Put your computer into "sleep mode" (*blank screen*) by enabling power saving features. Your monitor and hard drive will go into a low power mode when not actively in use. (*10 Minutes*)
- ◇ Turn OFF your monitor when going to lunch or a meeting and at the end of the day.
- ◇ Turn off peripheral devices at the end of the day.

- ◇ Use the "print preview" option to find errors before printing.

Note: Saving paper saves energy!!

Faxes, Photocopies and Printers

- ◇ Enable power-saving features on all equipment.
- ◇ Re-use one-sided office paper.
- ◇ Use a fax "post-it" instead of a cover sheet.
- ◇ Utilize the duplex option to save paper and cut supply costs.

Other Good Habits

- ◇ Use paper with post-consumer recycled content and recycle all office paper!
- ◇ Use power strips (they save energy) but turn equipment on and off individually.
- ◇ Buy office equipment with the "Energy Star" label. Energy Star products meet or exceed the Environmental Protection Agency's (EPA) energy efficiency criteria.