

Save Energy at Work

California businesses collectively spend more than \$15 billion a year on heating, cooling, lighting and other energy uses. You and your co-workers can help reduce operating costs of your business this winter.

During The Day

- ✦ Set programmable thermostats to turn heating on 30 minutes before people arrive and off 30 to 60 minutes before they leave. Set them no higher than 68°F during occupied periods in the winter.
- ✦ Turn off lights in offices, conference areas and lunchrooms when rooms are not in use.
- ✦ Use task lighting instead of overhead lighting. Replace high-use incandescent light bulbs with compact fluorescent light bulbs. CFLs use 75% less electricity to produce the same amount of light.
- ✦ Dress comfortably for the weather. Adjust your layers before adjusting the thermostat.
- ✦ Keep windows and doors closed to prevent loss of heated air. Open your drapes and shades during the day, allowing the sun to warm your office.
- ✦ Encourage your employer to regularly perform maintenance on heating and ventilation systems to keep them running efficiently.

Before You Leave Work

- ✦ Unplug electronic devices when they are not in use. Plug everything into a power strip and switch it off after shutting down equipment.
- ✦ Close drapes and shades to limit the amount of heat that escapes.
- ✦ Set thermostats no higher than 63°F during off-work hours.
- ✦ Turn off all printers, copiers and fax machines, kitchen equipment and lights.
- ✦ Shut down computers when possible. Be sure to turn off monitors.

For more ways to save energy, go to www.FlexYourPower.org and subscribe to e-Newswire – California's energy efficiency news source.



Save Energy at Home

Save natural gas and fight global warming this winter. Help take the equivalent of 400,000 cars off the road and save up to 60% on your heating costs.

Heating

Home heating can account for more than half your energy bill. Follow these simple tips to save money, energy and the environment this winter.

- ✦ Replace or clean furnace filters regularly and get a furnace tune-up. Keeping your furnace clean, lubricated and properly adjusted can save up to 5% on heating costs.
- ✦ Replace your old, inefficient furnace with an ENERGY STAR qualified model. Take advantage of utility rebates of \$200 to \$300 – use up to 20% less energy this winter*.
- ✦ Install a programmable thermostat. On cold days, set the thermostat to 68°F when you are home (health permitting) and lower when you are away. Lowering the temperature 3 to 5 degrees can save you 10% to 20% on heating costs.
- ✦ Install proper ceiling, wall and attic insulation and weather-strip doors and windows to save up to 25% on heating costs. Take advantage of duct sealing and leakage testing incentives up to \$600*.

Water Heating

Natural gas water heaters typically account for about 34% of the average gas bill. In winter, your water heater works harder because colder water takes more energy to heat.

- ✦ Choose an energy-efficient water heater and qualify for a \$30 rebate*. Adjust your water heater thermostat to 120°F or less and save 10% to 15% on water heating costs.
- ✦ Replace older clothes washers with a qualifying high-efficiency model, which uses up to 35% to 50% less water. Many of these new models qualify for \$35 to \$75 rebates. Wash in cold water to save even more.
- ✦ Install low-flow showerheads to conserve water and save 5% to 10% on water heating costs. Showers can account for up to 50% of your hot water usage!
- ✦ Purchase an ENERGY STAR qualified dishwasher and run only when full. Use the air-dry option instead of the heat-dry. Check and clean the dishwasher drain.