

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!

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