

**U.S. Department of Energy - Energy Efficiency and Renewable Energy
Federal Energy Management Program**

Office Energy Checklist

The following is a simple checklist of energy conservation/efficiency measures to use at the office. This document is also available as a [printable flyer](#) for download.

<input type="checkbox"/>	Replace incandescent lights with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs) for desk lamps and overhead lighting. Using CFLs instead of comparable incandescent bulbs can save about 50% on your lighting costs. CFLs use only one-fourth the energy and last up to 10 times longer.
<input type="checkbox"/>	Switch off all unnecessary lights. Use dimmers, motion sensors, or occupancy sensors to automatically turn off lighting when not in use to reduce energy use and costs.
<input type="checkbox"/>	Turn off lights when you leave at night.
<input type="checkbox"/>	Use natural lighting or daylighting . When feasible, turn off lights near windows
<input type="checkbox"/>	Use task lighting ; instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
<input type="checkbox"/>	Use ENERGY STAR® products .
<input type="checkbox"/>	Close or adjust window blinds to block direct sunlight to reduce cooling needs during warm months. Overhangs or exterior window covers are most effective to block sunlight on south-facing windows.
<input type="checkbox"/>	In the winter months, open blinds on south-facing windows during the day to allow sunlight to naturally heat your workspace. At night, close the blinds to reduce heat loss.
<input type="checkbox"/>	Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).
<input type="checkbox"/>	Replace desktop computers with thin clients or laptop computers and docking stations.
<input type="checkbox"/>	Replace cathode ray tube (CRT) monitors with LED or liquid crystal display (LCD) monitors.
<input type="checkbox"/>	Turn off your computer and monitors at the end of the work day, if possible. If you leave your desk for an extended time, turn off your monitor. (See Office Equipment .)
<input type="checkbox"/>	Turn off photocopier at night or purchase a new copier with low standby feature. Purchase printers and fax machines with power management feature and use it. (See Office Equipment .)
<input type="checkbox"/>	Coordinate with vending machine vendor to turn off advertising lights.
<input type="checkbox"/>	Have a qualified professional perform an energy audit . Check with your utility company for names of auditors.
<input type="checkbox"/>	Install programmable thermostats Check furnace ducts for disconnects or leaks.
<input type="checkbox"/>	Ensure HVAC ductwork is well insulated.
<input type="checkbox"/>	Ensure adjustable speed drives are operating properly.
<input type="checkbox"/>	Insulate water heater , hot water piping and tanks to reduce heat loss.
<input type="checkbox"/>	Install low-flow toilets, urinals, faucets and shower heads.
<input type="checkbox"/>	Verify the energy management system (EMS) switches into setback mode during unoccupied hours. Also, time clocks and computer controls may need adjustments after power outages or seasonal time changes.
<input type="checkbox"/>	Install meters to track energy use.

<input type="checkbox"/>	Save paper. Photocopy only what you need. Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
<input type="checkbox"/>	Collect your utility bills. Separate electricity and fuel bills. Target the largest energy consumer or the largest bill for energy conservation measures.
<input type="checkbox"/>	Carpool, bike, or use mass transit when commuting to work.
<input type="checkbox"/>	To save gas, drive the speed limit, accelerate and decelerate slower, remove excess/unneeded weight, reduce unnecessary idling and miles traveled, and make sure tires are pumped up.
<input type="checkbox"/>	Consider alternative work schedules and telecommuting to reduce greenhouse gas emissions from employee commuting.
<input type="checkbox"/>	Reduce business travel by increasing phone, video, and Web conferencing and training capabilities.
<input type="checkbox"/>	Use coffee mugs instead of disposable cups.

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