

Department of  
Buildings & General  
Services

# Energy Tips for Work

State Agency  
Energy Plan

## Top 10 Ways to Save Energy

1. **Turn off your computer monitor** when you leave for the night or if you are out of the office for more than an hour. You will not lose any information. An easy way to do this is to manually press the power switch on the monitor. To turn the monitor back on, press the power switch again.
2. **Turn off the lights** for the night or if you are out of the office for more than an hour. An easy way to do this is to ask maintenance to install an occupancy sensor that will automatically turn lights off and on.
3. **Disconnect any other power devices** in the office when not in use. If you see a light or any type of LED read-out then it is using electricity even if you are not using it.
4. **Close window shades** at night during the winter and in the day during the summer. This helps the building's mechanical system with the heating and cooling process even if your office does not have an air conditioner.
5. **Use efficient lighting** when possible. For desk lamps, install compact fluorescent lamp (CFL) or light emitting diode (LED) lighting. Either bulb uses less electricity, is cooler to the touch, and lasts longer. For overhead lights, ask maintenance if there is a way to update the lighting. If the lighting is already efficient, ask maintenance if they can be switched separately by fixture or by bulb so they can be turned off as the daylight increases in the room.
6. **Turn off copiers, fax machines and other equipment** when you leave for the night. Some equipment will come with ENERGY STAR<sup>®</sup> savings software that will shut them down automatically.
7. **Close windows** when you leave for the night. During the winter, temperatures will get dangerously low and an open window will cause the heating system to run non-stop, using more fuel and increasing the chance of a problem with the system. If the heating system has a problem firing, a window will cool the building enough to freeze pipes causing water damage.
8. **Turn off and unplug appliances** in the kitchenette that are not used at night. Appliances, such as coffee makers, use electricity all the time and are unsafe for the building if left on.
9. **Inspect the refrigerators and freezers** in the building. An empty refrigerator or freezer will not work efficiently. Remove the empty appliance and consolidate the kitchenettes so the appliance will be used efficiently.
10. **Communicate with maintenance** when your office is uncomfortable. Problems with heat or cold may be related to a larger problem, so letting them know will help them identify the solutions more easily.



The Commissioner's Office follows the 10 guidelines with window shades, energy efficient bulbs, and flat screen computer monitors.



For more information:

Debra M. Baslow  
Environmental Engineer II

Email:  
debra.baslow@state.vt.us

<http://bgs.vermont.gov/energy>



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