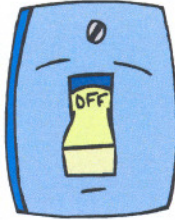


Energy Saving Tips

Conservation measures in Capitol Hill Office Buildings can be as easy as turning off the lights at the end of the day, so everyone can conveniently take part in saving energy. Here are a few simple energy saving tips.

Lighting and Office Equipment

✓ Whenever we leave our offices, **turn off the lights**. When leaving the office for extended periods, turn off computers, coffee pots, radios, and other office equipment. Simply turning off one computer and monitor nightly and on weekends can save up to \$80 per year! This could add up to a quarter million dollars annually on Capitol Hill.



✓ Check your surroundings. Consider asking the Superintendents to **install occupancy sensors** in conference rooms, closets, restrooms, break rooms, and personal offices. In areas where lights are generally left burning all the time, occupancy sensors can reduce lighting costs up to 40 percent.

✓ **Turn off your computer**, monitor, and printer when not in use. Also be sure to turn copiers and other office equipment off overnight and over the weekends.



✓ Replace incandescent bulbs with Compact Fluorescent Lights (CFLs). CFLs burn cooler, use up to two-thirds less energy, and last about 10 times longer than incandescent bulbs. **For your convenience, CFLs are available by calling your building's Superintendent's office.**

✓ Whenever applicable, let Mother Nature provide your lighting. However, on summer days, close south-facing blinds to reduce heat from the sun. On winter days, open south-facing blinds to increase light and heat.

Cooling and Heating

✓ Keep the heating and cooling to a minimum. If you have individual thermostat controls, keep it set to a comfortable temperature. **Report temperature control problems to your building's Superintendent's office.**

✓ **Keep heating vents unobstructed.** This includes furniture placed over floor vents. The air should be able to move across the entire room.

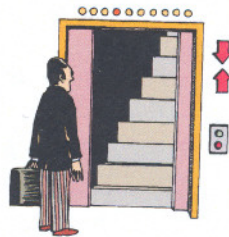
✓ Dress comfortably or in layers for the season/weather.

Water

✓ **Report leaking faucets and fixtures** to your building's Superintendent as soon as possible. A faucet dripping once every second wastes about six gallons of water a day—more than 2,000 gallons yearly.

Other Easy Things To Do

✓ **Take public transportation** to work, car pool, bicycle, or walk. Join a ride sharing program. The average car pooler saves between \$600 and \$1,200 every year in fuel and transportation related costs.



✓ Instead of the elevator, take the stairs.

✓ Don't forget to **reduce, reuse, and recycle** to save energy, resources, and money. Today, 42 percent of all paper, 55 percent of all beverage cans, and 52 percent of all major appliances are recycled.

*When energy awareness becomes part of our daily activities,
we reduce energy demand and costs.*



Provided by the Office of the Architect of the Capitol