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ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

## Bring Your Green to Work with ENERGY STAR® Tips for Executives

*Boost the energy efficiency of your business, save money, and fight global warming with EPA's ENERGY STAR program. The places where we work, shop, play, and learn spend \$200 billion on electricity and natural gas each year and contribute nearly half of our nation's greenhouse gas emissions. Get started with these tips from EPA to reduce energy waste in your buildings and facilities, lower energy costs, and protect the environment.*

### **Take It to Your Team**

To get your organization started on the road to saving energy, EPA recommends a strategic approach that starts with *you*. Consider instituting an official energy policy, appointing an energy director, and establishing an energy team. For detailed suggestions, check out EPA's "[Teaming Up to Save Energy](#)"<sup>1</sup> guide, which describes the steps to creating a successful energy team and offers concrete examples from successful ENERGY STAR partners such as Toyota and 3M.

### **Performance Matters**

Understanding past and current energy use is how many organizations identify opportunities to improve energy performance and gain financial benefits. EPA offers free tools to help you gather and track your energy-related data, establish baseline information, benchmark your facilities against each other or your industry, analyze your energy use patterns and trends, and examine energy use to prioritize areas for improvement. EPA's ENERGY STAR Portfolio Manager tool for commercial buildings ([energystar.gov/benchmark](http://energystar.gov/benchmark)) and EPA's Energy Performance Indicators for industrial facilities ([energystar.gov/epis](http://energystar.gov/epis)) can help you get started.

### **Earn the ENERGY STAR**

Buildings that have earned the ENERGY STAR use nearly 40 percent less energy than average buildings and offer a significantly smaller carbon footprint. Consumers interested in being green can find the ENERGY STAR not only where they live but where they work, shop, play, and learn. Thousands of buildings and manufacturing plants have earned the EPA's ENERGY STAR for superior energy efficiency, including offices, hotels, hospitals, schools, auto assembly plants, supermarkets and more. Make your building an ENERGY STAR today. [energystar.gov/labeledbuildings](http://energystar.gov/labeledbuildings)

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<sup>1</sup> [http://www.energystar.gov/index.cfm?c=guidelines.teaming\\_up\\_to\\_save\\_energy](http://www.energystar.gov/index.cfm?c=guidelines.teaming_up_to_save_energy)

**Waste Not**

High utility costs are often a result of paying for energy that is wasted by lights, equipment, and heating/air-conditioning systems that are left on for long periods while not in use. Office buildings, for example, waste up to one-third of the energy they consume. Encourage employees to bring their green actions from home to work. Educate your employees to turn off lights and equipment when not in use and enable the power management features on computer equipment. Work with your energy and facility management teams to make sure systems are operating properly and then consider upgrades to enhance energy-efficiency. Consider installing occupancy sensors in conference rooms, store rooms, or other areas not continuously occupied. EPA offers these suggestions and more in a strategic guide, the [Building Upgrade Manual](#)<sup>2</sup>, to help you plan and implement building improvements.

**Spread the Word**

There are a variety of ways, large and small, to promote your partnership with EPA and celebrate your energy efficiency achievements. Promotional activities are an important way to educate the community about energy efficiency and to reward outstanding efforts within your organization to save energy, money, and help fight global warming. Consider sharing your progress with professional and trade organizations, regional or utility sponsored energy programs, non-profit organizations, and government programs. Use the [ENERGY STAR Challenge Toolkit](#)<sup>3</sup> to find creative ways to communicate your commitment to energy efficiency and celebrate your success.

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<sup>2</sup> [http://www.energystar.gov/index.cfm?c=business.bus\\_upgrade\\_manual](http://www.energystar.gov/index.cfm?c=business.bus_upgrade_manual)

<sup>3</sup> [http://www.energystar.gov/index.cfm?c=challenge.challenge\\_toolkit](http://www.energystar.gov/index.cfm?c=challenge.challenge_toolkit)