

Oregon Department of Energy

Energy Tips

Oregon Department of Energy/625 Marion St. NE/Salem, OR 97301-3742

Phone (503) 378-4040/Fax (503) 373-7806

AT WORK

Lighting

- ◆ Turn off lights when not using them.
- ◆ Install motion detectors so lights are automatically turned off if no one is present.
- ◆ Eliminate unnecessary exterior lighting.
- ◆ Install motion detectors on outdoor security lighting.
- ◆ Change incandescent light bulbs to compact fluorescent bulbs.
- ◆ Use low-wattage bulbs in closets or hallways.
- ◆ Consider turning off general lighting near windows during the day.
- ◆ If limited staff is in the office at any one time (i.e. real estate office), consider turning off some of the general lighting and using task lighting.
- ◆ Keep light bulbs and fixtures clean. Dirty fixtures reduce light intensity by as much as 25 percent.
- ◆ Purchase VendingMiser controls to reduce lighting/power on vending machines by nearly 50 percent. (www.bayviewtech.com)

Heating/Cooling

- ◆ Tune-up heating, ventilation and air conditioning (HVAC) systems to make sure they run as efficiently as possible.
- ◆ Check heating/cooling ducts and ensure they do not leak.
- ◆ Use a programmable thermostat to set heating/air conditioner to come on 30 minutes before the office opens and to go off up to two hours before the office closes.
- ◆ Set cooling temperature no lower than 76 degrees F. Consider setting at 78 to 80 degrees F.
- ◆ Set heating temperature no higher than 68 degrees F.
- ◆ Clean or replace HVAC system filters once a month.
- ◆ Insulate attic, walls and crawl spaces.
- ◆ Find and seal air leaks with caulking or weather-stripping.
- ◆ Replace windows with energy-efficient windows.
- ◆ Shade west-facing windows with awnings, trees. Exterior shading is more effective than interior shading.
- ◆ For unshaded windows, draw curtains and use reflective blinds.
- ◆ Don't block registers, baseboard radiators or cold air returns.
- ◆ Seal off unused areas (storage areas for example) and don't heat or cool.

Water Heater

- ◆ Ensure water heater thermostats are set no higher than 125 to 130 degrees.
- ◆ Install faucet aerators.
- ◆ Fix leaky fixtures.
- ◆ If there are shower facilities, install low-flow showerheads.

Equipment

- ◆ Turn off PCs when not in use for more than one hour. Ensure that PCs and workstations are operating in the “sleep” mode when not in use for more than five minutes. Screen-savers do not save energy.
- ◆ Use controls that turn off shared printers, copiers, fax machines when not in use. (www.bayviewtech.com)
- ◆ Buy Energy Star-rated office equipment.

Transportation

- ◆ Consider purchasing alternative fuel and/or new hybrid vehicles if you have business cars.
- ◆ Encourage employees to use public transportation or ride share to work with free transit passes or free car pool parking spots.
- ◆ Encourage employee teleworking for one or more days a week, if possible.

Help for Oregon business owners who want to save energy and money

Call for energy assistance:

Energy Trust of Oregon – 1-866-ENTRUST
NW Natural – Portland (503) 220-2360
Outside Portland - 1-800-422-4012 x 2361
Avista - 1-800-227-9187
Salem Electric - (503) 362-3601

Department of Energy--Business Energy Tax Credit Program – Call 1-800-221-8035

Tax credits for Oregon business owners who improve energy efficiency, weatherize rental housing, recycle, use renewable energy resource, burn less polluting transportation fuels, or reduce employee commutes.

Department of Energy--Energy Loan Program – Call 1-800-221-8035

Long-term, low-interest loans for projects that save energy, or use renewable resources, recycled materials or alternative fuels.

Helpful Web sites

Oregon Department of Energy – www.energy.state.or.us
Energy Trust of Oregon – www.energytrust.org
PacifiCorp - www.pacificorp.com
Portland General Electric – www.portlandgeneral.com
Bonneville Power Administration - www.bpa.gov
Energy Ideas - www.energyideas.org
Avista – www.avistautilities.com
US government - www.eren.doe.gov/consumerinfo