

Operations

- Turn things off that are not being used.
- Monitor energy use and cost in relation to occupancy, so that energy cost and occupancy go up and down together. Ideally, the value of energy cost per room night will be steady.
- Check occasionally to be sure things you think are off are truly off.
- For cooling units with an air economizer, adjust to lock out cooling compressor below 55°F outside air and use 'free cooling', if internal loads need cooling in cold weather.
- Keep window coverings closed during the day to prevent direct solar gain.
- Monitor overnight 'ghost loads' using the utility online data portal and verify the usage you see with the building closed is a necessary expense.
- If heating, ventilation, and air conditioning (HVAC) is 'air source heat pump', adjust controls to restrict the use of electric resistance heat except during defrost cycle.
- If a hot water boiler is used, reset water temperature to lower value in mild weather.

Maintenance

- Annual heating and cooling unit checkup, including cleaning coils, refrigerant charge, flue temperature, supply air temperature, belt condition and tension, and outside air damper position, and anything needing repair. For cooling units with an air economizer, verify the controls are functional.
- Make sure automatic controls are functional.
- Change furnace and air conditioner filters regularly.
- Keep air conditioner outdoor unit (condensing unit) coils free from dirt, grass, etc. so they can breathe.
- Inspect building entry doors for tight seals and repair as needed; draft or light visible at the opening is an indicator.

Showers

- Low flow shower heads, 1.5 gpm or less.

If There is a Kitchen or Cafeteria

- Turn hoods and cooking equipment on only when needed instead of on all the time.

- Clean refrigerator/freezer/ice machine condenser coils to improve the efficiency of the unit. When coils are dirty, the unit will run, and run, and run. This also applies to any mini-fridge units located in the building.
- Maintain tight seals on coolers, freezers, and oven doors.

If there is a Swimming Pool

- Cover the pool when not in use.
- Air temperature in the pool area will ideally be above the water temperature by only 1 to 2°F, and relative humidity will be allowed to rise in the pool area to 60 pct rH. These conditions reduce evaporation loss. Avoid dehumidifying below the rH target.
- Higher efficiency pool heater upon replacement.

If There are Long Term Vacant Areas

- Turn off plug loads and equipment dedicated only to the affected area.
- If possible, consolidate the vacancy to match distinct HVAC zones, whole floors, whole buildings - so that HVAC energy, as well as lighting, can be minimized in the empty area. Protect from freeze damage by not letting the area get too cold; usually 50°F is effective.

If There is On-Site Laundry

- Choose natural gas for dryers if natural gas is available.
- For commercial washers, adjust 'spin' cycle length until remaining moisture content (RMC) is not above 20%. This reduces energy use in the driers, which more than makes up for the electricity needed for longer spinning times.

Office Equipment, if replaced

- Choose copiers that have a sleep mode – this also turns off a heater inside the unit to avoid it running at night and weekends for nothing.
- Choose copier type appropriately. Laser copiers use considerably more power than other printers.

Heating and Cooling Equipment, if replaced

- Higher efficiency cooling equipment, with 'free cooling economizer, in common areas.
- Replace any electric heating with natural gas heat, if natural gas is available.

Lighting Equipment, if replaced

- Higher efficiency lighting.
- Add occupancy sensors for lighting in amenity areas and storerooms.