

Operations

- Turn things off that are not being used.
- Check occasionally to be sure things you think are off are truly off.
- Use a programmable thermostat to match building hours plus an hour of warm-up time each day. Set space temperatures during unoccupied times up to 85°F set back to 60°F at night
 - Note: if on non-demand rate, keeping heating, ventilation, and air conditioning (HVAC) off as much as possible is perfect for saving money. But if on a demand rate, bring electric cooling and electric heating equipment on gradually to avoid aggravating demand charges that can outweigh the saved energy.
- For cooling units with an air economizer, lock out the cooling compressor below 55°F outside air, and use 'free cooling' if internal loads need cooling in cold weather.
- If a hot water boiler is used, reset the water temperature to lower value in mild weather.
- Turn off display lighting, except during customer times.
- Add occupancy sensors for lighting in break rooms, storerooms, and restrooms.
- If you have your own electric account, monitor overnight 'ghost loads' using the utility online data portal, and verify the usage you see with the building closed is a necessary expense.

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.
- 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 entry doors for tight seals and repair as needed; draft or light visible at the opening is an indicator.

Heating and Cooling Equipment, if replaced

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

Lighting Equipment, if replaced

- Higher efficiency lighting.
- Avoid incandescent / halogen lighting.
- Good quality LED accent lighting is successfully being used for display retail sales.