



SOLUTIONS FOR BUSINESS

OFFICE SPACE Opportunities for office energy savings

Office spaces often generate excessive energy waste. Cut energy costs, improve operational performance and increase worker productivity with these simple tips.

Savings Opportunities: Peak Demand Management

Discover ways to maximize energy savings, manage demand or develop a time-of-use action plan.

Lighting

- Turn off all lights in unoccupied spaces
- Take advantage of natural light to reduce the need for overhead lights

Plug Loads

- Turn off computers, TV monitors and coffee makers overnight
- Use smart power strips to turn off copy machines and printers when not used for extended periods

Long-Term Strategies

- Use a smart thermostat to align temperature settings with occupancy
- Pre-cool your office space before the peak hours of 3-8 p.m.

Did you know...

A 1% increase in worker productivity is equivalent to \$300 per year per employee in increased output.*

Manage Your Account 24/7

At aps.com you can:

- Monitor your daily demand and energy usage
- View monthly and annual comparisons
- Sign up for usage and outage alerts
- Make payments
- Go paperless



Ready to lower energy costs and reduce your environmental impact? Check out more quick tips below to improve energy efficiency in each area of your office space:



HVAC

- Fix any leaks, holes or poor connections in ductwork to improve air conditioning performance.
- Use a smart thermostat to reset space temperatures after business hours.
- Install shade screens or window film to reduce solar heat gain.
- Achieve energy savings and avoid frequent breakdowns:
 - Inspect and replace air filters regularly.
 - Schedule seasonal tune-ups to check refrigerant levels, clean internal components and tighten loose connections.
- Replace older air conditioning units with energy efficient models and save 30% or more.
- Implement rooftop economizers to pull in cool outside air, saving up to 10% on cooling costs.



Plug Loads

- Use the power management settings on computers and monitors so they go into power saving mode when not in use. This can save up to \$50 per computer each year.
- Centralize multifunction devices like printers.
- Unplug electronics such as cell phones and laptops once charged. Adapters plugged into outlets use energy even when not charging.
- Purchase ENERGY STAR® certified computers, office equipment and TV monitors, which are 35% to 60% more efficient than standard models.
- Use vending machine controls to reduce lighting and refrigeration loads during periods of non-use.
- Turn off personal appliances overnight.



Lighting

- Purchase indoor lighting with an 80+ CRI color quality rating.
- Replace fluorescent lamps with LEDs and save 30% or more.
- Use high illumination levels and high CCT color temperatures (4,000K+) for work spaces.
- Use lower illumination levels and lower CCT (<3,000K) for reception areas.
- Install occupancy sensors in low foot-traffic areas like conference rooms, restrooms and storage areas.
- Add skylights to introduce natural light into your office space. Exposure to daylight in office settings increases workers' productivity and decreases stress levels.
- Match the amount and quality of office lighting to the task. Lighting greatly affects the speed and accuracy of office work tasks.

A Case Study in Office Space Efficiency

To drive energy and cost savings, a Phoenix-area small office building implemented energy-efficient upgrades. This project involved upgrading traditional ceiling fixtures, halogen lamps and exit signs with energy-saving LED models. In addition, they outfitted the building with shade screens to help reduce sun glare and cooling costs. These energy efficiency updates were a success, providing the office building with both financial and non-financial benefits.

Non-Energy Benefits

- Reduced environmental footprint
- Greater employee comfort
- Increased worker productivity

Financial Benefits

- More than \$4,200 saved each year in electricity costs
- Decreased maintenance costs



Start saving today.

For more ideas and to learn what rebates are available, call the Solutions for Business team at (866) 333-4735, email us at aps.solutionsforbusiness@dnv.com, or visit aps.com/businessrebates.

* At a \$30,000 average annual salary (Source: sellingenergy.com)