

## **Inexpensive ways that you and your family can conserve energy**

- Don't let the water run when brushing your teeth
- Use a timer for taking showers
- When waiting for water to heat up, collect the cool water in a container and save it to water plants
- Use a power strip for appliances and office equipment and turn off when not in use
- Unplug battery chargers when the batteries are fully charged or the chargers are not in use
- Turn off lights when exiting a room, office or conference room
- Air dry clothes instead of using a dryer
- Wash only full loads of dishes and clothes
- Set thermostat as low as possible in the winter and as high as possible in the summer
- Clean filters and furnaces once a month, or as needed
- Clean warm-air registers, [baseboard heaters](#), and radiators as needed; make sure they are not blocked by furniture, carpeting or drapes
- Turn off kitchen, bath and other exhaust fans within 20 minutes after you are done cooking or bathing
- During the heating season, keep the draperies and shades on your south facing windows open during the day to allow the sunlight to enter the home
- In warmer climates, close curtains and blinds on the south and west facing windows during the day
- Keep all south facing glass clean
- Don't place lamps or television sets near your air conditioning thermostat
- Close curtains and blinds at night; open them during the day
- Place the faucet lever on the kitchen or break room sink in the cold position when using small amounts of water; placing the lever in the hot position uses energy to heat the water even though it may never reach the faucet
- Use a covered kettle or pan to boil water, its faster and uses less energy
- [Recycle!](#)
- Use old office paper as scratch paper
- Turn off computers, and the power strips they are plugged into every night
- Make sure monitors are set to go into "sleep mode" within 15 minutes of suspended usage
- Unplug small appliances that are used infrequently to avoid electricity "bleed"
- Make it your policy to purchase recycled office supplies
- Consider low-carbon furniture (recycled wood, also known as reclaimed wood, minimizes carbon emissions)
- Pack lunch in a recyclable or reusable bag
- Use CFC or [LED lightbulbs](#)
- Install [low-flow showerheads](#) and faucet aerators
- Insulate hot water heater

- Weatherstrip and caulk doors and windows
- Install [programmable thermostats](#)