



Building Energy Manager

As the Building Energy Manager (BEM), you can make a world of difference to building occupants and the installation. One of the most important responsibilities of the BEM is monitoring energy consumption and encouraging others to take positive steps in order to save energy. Everyone's contribution to energy conservation accumulates into significant energy savings for the installation. Seeking out others that have good energy savings habits will help you build a team of support for your building. Everyone needs to be onboard; together we can make a difference!

As BEM, you have the responsibility of identifying energy saving opportunities within your building. Here are some suggestions that will help you identify areas that need attention.

Lighting

As building occupants and functions change, lighting requirements change. The requirements for an office setting are not the same as a warehouse. Be sure to evaluate and change the lighting periodically.

Encourage occupants to follow these lighting tips at your facility:

- Turn off lights when not in use, even for a short period of time.
 - Consider marking switches with reminders to occupants about turning off the lights.
 - Walk through the building at the end of the day to make sure all of the lights are turned off, especially in vending machine areas, restrooms, meeting rooms, storage rooms, etc.
- Maintain existing lighting
 - Keep fixtures clean to ensure proper lighting is received by occupants.
 - Use low partitions in order to "share" lighting among office spaces.
- Make use of natural light
 - Open window shades to let light in
 - Use task lighting instead of overhead lighting
 - Position computer monitors to reduce glare or use glare guards



Infiltration

Infiltration is the heat lost or gained when the outside air enters a building through cracks around windows, doors, and the building structures. Infiltration is major contributor to unnecessary heating and cooling costs. During the heating season, infiltration adds to heat loss because cold outdoor air displaces the warm causing the heating systems to work harder. Similarly, during the cooling season, the warm air displaces the cool air causing the cooling system to work harder.

Suggestions for reducing air infiltration:

- Post signs to remind occupants to close windows and doors during the heating and cooling seasons.
- Don't heat unoccupied rooms as if they are occupied; instead close the doors to those rooms.





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- Check the weather stripping and caulking periodically. If it is dried, peeling, or missing, repair it.
- Check electrical outlets for air leakage; install an insulating cover on outside walls outlets.

Heating and Cooling Systems

The heating and cooling systems are the biggest energy consumers in a building. Only heat and cool those areas that are in use. Before initiating a complaint or service request because you HVAC system doesn't seem to be working properly, consider whether or not a behavioral change is warranted.

- Use programmable thermostats with night setback capabilities.
- Move desks away from exterior walls and windows to avoid drafts.
- Keep heating equipment maintained and replace filters.
- Limit after hours accessibility to ensure that areas are not being heated or cooled unnecessarily.
- Make thermostats tamper proof. Check them regularly to insure the settings have not been altered.
- Appropriately close heating registers in stairwells, vestibules, lobbies, and corridors.
- Use ventilation fans only when necessary, they force heated/cooled air outside.
- During the summer months keep out the sun and let it in during the winter with blinds and curtains.



Water

Water usage can account for approximately 10% of the building's energy usage, primarily from heating it. There are many inexpensive ways to save energy in this area.

- Reduce the hot water temperature to 110 degrees Fahrenheit for general use.
- Install low flow devices, self-closing faucets or spray faucets with aerators.
- Improve overall quality in the hot water systems by inspecting insulation in the piping and tanks, inspecting for leaks, and by shutting off the hot water system when the building is unoccupied.

Office Equipment

Many types of equipment continue to use energy even though they are turned off, such as copiers, laser printers, microwaves, televisions, and computer monitors. Consider plugging equipment into a power strip and ask occupants to turn it off at the end of the day.

For new equipment purchases, the Federal government mandates that products be rated in the top 25% of energy efficiency for all similar products. When making your next equipment purchase, be sure to look for the Energy Star products or equipment with energy-saver modes.

For more information, contact the Energy Branch at 596-0882, or visit the Energy Branch [website](#).

