Energy Quick Wins

Lighting
- **De-lamping**: remove excess bulbs and fixtures
- **Daylight Harvesting**: maximize the use of daylight by removing obstructions from daylight sources
- **Retrofit**: Replace inefficient bulbs and fixtures with more energy efficient technologies
- **Occupancy Sensors**: Install occupancy sensors in low use areas
- **Task Lighting**: Replace or reduce energy intensive overhead lighting with smaller, directed task lighting
- **Wall and Ceiling Colour**: Paint walls and ceiling bright colours to help reflect and maximize lighting
- **Exit Signs**: Replace old inefficient exit signs with low energy use LED Signs or no energy use Reflective Signs

HVAC & Water
- **Programmable Thermostats**: Install programmable thermostats and program to run only when areas are in use
- **Lower Temperature**: Lower temperatures 1-2 Deg in the winter and increase temperatures 1-2 deg in summer
- **Hot Water Heater**: Lower temperature on hot water heaters
- **Hot Water On-Demand**: replace old inefficient Hot Water Heaters with Hot Water on Demand Heaters
- **Water Pipes**: Insulate hot water pipes with approved insulating sleeves and jackets
- **Vents and Fans**: Remove obstructions blocking vents and fans

Motors
- **EE Motors**: replace motors at end of life with energy efficient models
- **VFD’s**: Install variable frequency drives or soft start drives on motors
- **Right Sizing**: Ensure motors are right sized for application

Plug Loads
- **Computers**: establish a daily computer shut down policy and utilize sleep modes
- **Equipment**: purchase Energy Star certified office equipment when replacing old items
- **Phantom Power**: unplug equipment when not in use or use power for quick shut off
- **Timers**: install timers on office equipment to shut off and turn on at predefined times
- **Vending Machines**: request energy efficient machines and/or install sensors to automatically control usage
Air Compressors

☐ **Line Leaks**: identify line leaks during off hours and repair

☐ **Right Size**: ensure compressor is probably sized for applications, reduce if possible

☐ **Outside Air**: intake outside air for compression

☐ **Audit**: schedule a full system audit to ensure system is optimized for performance

☐ **Preventative Maintenance**: incorporate a system audit into preventative maintenance program

☐ **PSI Setting**: optimize to application, reduce if possible

☐ **Cleaning**: avoid using compressed air to clean, use manual sweeping and wiping instead

Building Envelope

☐ **Window Film**: install thermal window film to reduce solar heat infiltration during summer months

☐ **Dock Doors & Levellers**: seal dock doors and levelling devices, install curtains to retain temperature

☐ **Caulking and Sealing**: seal all windows and door frames using weather stripping, caulking and sealants

Management

☐ **Peak Demand**: perform peak shedding by staggering equipment start-up and installing timers to stagger usage

☐ **Time of Use**: optimize operation schedules to take advantage of cheaper of peak rates

☐ **Shut Down Procedures**: establish a separate shutdown procedure for weekdays, weekends and holidays

☐ **Education/Awareness/Training**: modify employee behaviour through education, awareness and training

☐ **Energy Management System**: develop an energy management system to maximize energy performance

☐ **Energy Management Team**: establish an energy management team to elevate conservation initiatives

☐ **Signage**: place signage in high use areas to encourage energy efficient behaviours

☐ **Power Factor**: contact provider to ensure power factor is maximized

☐ **Audit**: engage provider or third party to conduct a full energy audit of the facility

☐ **Treasure Hunts**: perform energy treasure hunts to identify energy reduction opportunities