



**R**ecycling and  
**E**nvironmental  
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# Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

**GREEN TIP #104:**  
December 2018

## Perform an Energy Audit

If energy costs are hurting your business, or you're concerned about your environmental impact, an Energy Audit will provide insight and solutions to help you save money and be more environmentally-friendly. A comprehensive Energy Audit identifies, quantifies, and reports energy waste.

The auditor looks for ways to reduce the amount of energy input in your building without negatively affecting the output. They also prioritize energy uses according to the greatest to least cost effective opportunities to save energy.



What is involved? The energy auditor needs your building's energy bills for a minimum of 1 year. This current data about energy dynamics is used to establish a baseline of current energy costs. The auditor then conducts a room-by-room inspection, where any energy-consuming items, like electronics, are examined and energy-wasting areas are identified. After the inspection is complete, current energy usage and proposed energy savings are addressed.



How do you find and select an energy auditor? The company that deals with the building's energy or gas utility may conduct energy assessments or recommend local auditors. Otherwise, you can perform the audit yourself! To assist your organization in assessing its energy use and identifying energy-savings opportunities, NRCan (Natural Resources Canada) has developed the [Energy Savings Toolbox – An Energy Audit Manual and Tool](#)

“The Energy Savings Toolbox serves as a guide for self-audits and contains excel spreadsheets, forms, checklists and templates that will help you collect and analyze energy information.”

Source: Natural Resources Canada. *Energy Auditing—CIPEC*. Retrieved from <https://www.nrcan.gc.ca/energy/efficiency/industry/cipec/5161>

*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*

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