



Recycling and
Environmental
Action
Planning
Society

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 #38:

June 2013

Temperature Control

Did you know that the biggest area for energy loss is in heating and cooling a building? You can help reduce your buildings energy loss through these simple tips.

1. In the summer, **close all blinds and curtains when it is sunny** to hinder the sun heating up the building
2. To help keep your building from cooling or heating up, **do not leave exterior doors open for extended amounts of time.**
3. To help with air circulation **ensure that all vents are clear and have furnace filters changed.**
4. **Seal all leaks around windows and doors.** This will help to keep your building from heating up in the summer and cooling off in the summer.
5. **Install a programmable thermostat.** You can the program it to a different temperature when no one will be in the office, and save energy. During the summer, set the thermostat to 25°C (28°C at night) to save on air conditioning. During winter it can the temperature can be set at 20°C (17°C at night) to reduce heating costs. You can keep staff happy by allowing them to wear cooler clothing in the summer and warmer clothing in the winter than normal. *(If you have equipment that must be kept at a temperature that is outside of these suggested temperatures place them in a separated area, and if possible install a different thermostat for that area that keeps the equipment at its required temperature. It is more energy efficient to heat or cool a small space than your entire office).*
6. **Check your cooling and heating system.** Ensure that both systems are the right size for your office. Too small or big and they are not working in an efficient manner to meet the temperature requirements. You can also see if the system or systems are energy efficient. If your cooling and or heating system falls short in either of these areas consider upgrading them with ones that do.

Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!