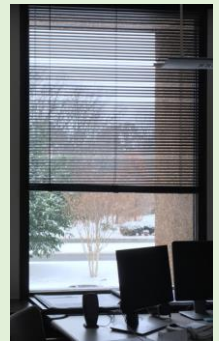# Employee Energy Tips

The Energy Management program works to keep Henrico County as a leader in sustainable energy use, and to promote good energy management for the economic and environmental well-being of the county's residents and employees. There are many ways to save energy at work, to conserve resources while also saving reducing operational costs.

Energy Conservation

Conservation is reducing energy use with the tools and technologies that you already have through simple behavior changes. Here are some conservation tips:

- **Turn off the lights.** Use natural light or lamps instead of overhead lights whenever possible. Keep lights off in empty rooms.
- **Put computers in sleep mode when not in use.** Sleep mode uses very little energy but allows you to return to your work quickly.
- **Set thermostats to balance thermal comfort with energy management.** If you have a thermostat in your office, please keep it at the county's standard of no more than 72° F in winter and no less than 72° in summer. Avoid using individual desk heaters if possible.
- **Use window blinds wisely.** Lower blinds against sunlight on hot days to limit heat gain and raise them on cold days to let in warmth. Close them at night to insulate the windows and keep heat in or out.
- **Think before printing.** Printing uses energy <u>and</u> paper. If you must print, use the shared office printer instead of individual desktop printers, so only one piece of equipment must be kept on. Turn off all machines before you leave in the evening.
- **Unplug chargers and electronics when not in use.** Small amounts of electricity, called standby power or vampire power, are drawn by chargers, appliances, and electronic devices when plugged in.

Energy Efficiency

Efficiency means making upgrades to perform the same function with less energy. Examples are changing lights to LEDs, adding insulation, or upgrading inefficient HVAC systems. The Energy Manager is working on efficiency projects throughout the County. Contact Energy Manager Carrie Webster at web050@henrico.us if you have suggestions.

Thank you for helping Henrico conserve energy!