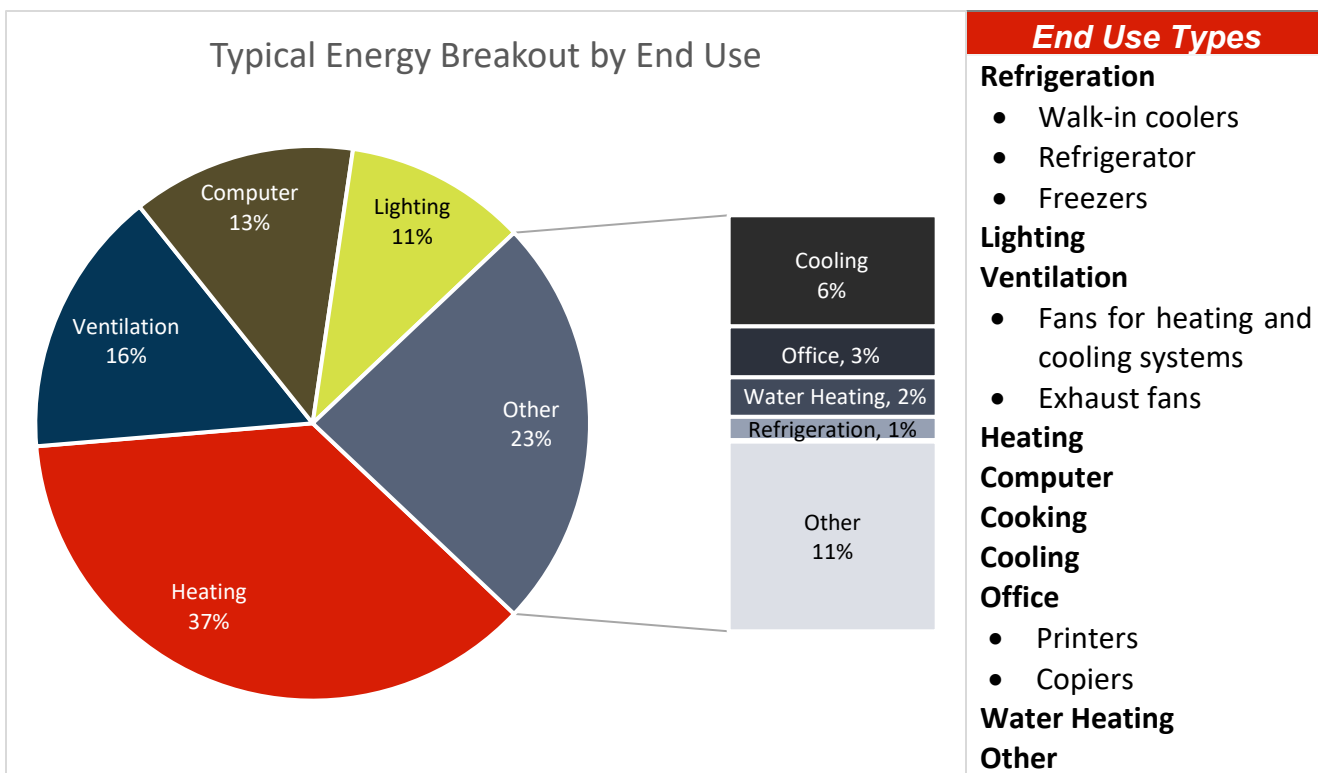


ENERGY EFFICIENCY TIP FOR SMALL OFFICES

This summary is intended to provide general information on how to improve the energy efficiency of your business. To better understand how your specific business performs take advantage of Xcel Energy’s Free Benchmarking services: xcelenergy.com/energybenchmarking. Energy benchmarking allows you to easily track your business’ energy use and understand how your facility is performing over time.

Typical Energy Breakout

The graph below shows the typical energy use breakout of small offices in the Mountain Region¹. This graph can help you understand where to best invest your money to reduce your energy use and overhead costs.



Want to Learn More About your Building’s Energy Use?

Contact Xcel Energy’s Business Solutions Center to talk to an efficiency specialist at 855.839.8862 or visit xcelenergy.com/Business.

Ask about the Xcel Energy’s FREE on-site energy audits. An energy advisor will work with you to conduct a comprehensive review of your facility and provide you with a detailed report that outlines low and no cost energy savings opportunities in your facility as well as top energy saving projects with estimated costs, payback, and rebate opportunities. Businesses with an annual peak demand of less than 100 kW can qualify to receive FREE, select energy-saving products, including screw-in LED lamps and faucet aerators during the energy audit.

¹According to the Commercial Buildings Energy Consumption Survey (CBECS) completed by the Energy Information Administration 2012 Survey Data: <https://www.eia.gov/consumption/commercial/data/2012/index.php?view=microdata>

ENERGY SAVING TIPS FOR YOUR TOP ENERGY USES

Here are some low- to no- cost opportunities to reduce your energy use based on your top energy uses.

Heating

- Set back your thermostat during non-business hours.
- Use caulk or weatherstripping to seal around leaky doors and windows.
- Change your air filter before the start of heating season.

More Ways to Save

Use an infrared camera to identify areas of poor insulation or leaks and upgrade building insulation appropriately.

Ventilation

- Keep vents and return grills clean and free of obstacles to allow for good air flow.
- Make sure to check the tension and alignment of fan belts annually.

More Ways to Save

For restroom exhaust fans that run most of the time, even a small improvement in motor efficiency can make a big difference. Replacing the motors with premium efficiency or electronically commutated motors.

Computers

- Set computer sleep setting to turn off monitor and put computer into sleep mode if inactive after 30 minutes.
- Use a power strip to turn off power to computers overnight or use a smart power strip available for a reduced price at the [Xcel Energy store](#).

More Ways to Save

When purchasing new computers, be sure to look for ENERGY STAR certified equipment.

Lighting

- Turn off lights in storage areas and restrooms when not in use. Consider motion sensors in rooms where lights are often forgotten.
- Consider turning off overhead lights when there is plenty of natural light.
- Replace incandescent or CFL bulbs with LEDs once the existing bulbs have burned out. Use the Xcel Energy [Bulb Finder](#) website to locate local business that provide LED bulbs at a discounted price.
- Talk to advertisers about exchanging neon lights for LED versions.

More Ways to Save

LED lighting upgrades to replace standard fluorescent tubes is becoming more affordable and often has a 2- to 5-year payback with [Xcel Energy incentives](#). Until the end of the year Xcel Energy is offering additional bonus rebate on select lighting – click [here](#) for more information.