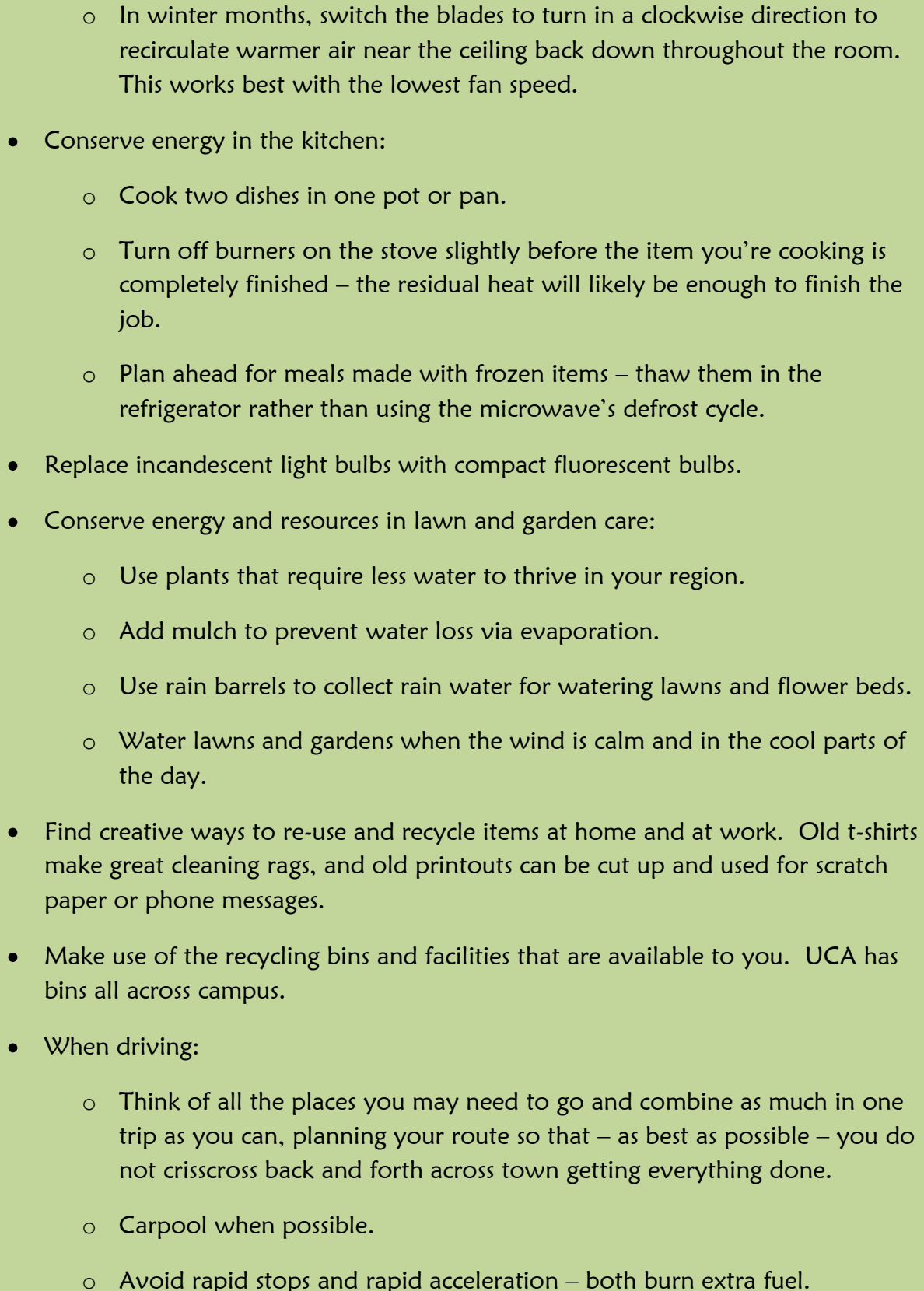# Low- or No-Cost Tips for Saving Energy – Work & Home

Tips from Source: http://www.fypower.org:

- Use natural light whenever possible – turn on only those lights that are necessary. Turn off lights in unoccupied areas or in areas with sufficient natural lighting.

- Turn off office equipment (printers, computers, fax machines, coffee makers, etc.) at night and/or when it will not be in use. Many pieces of office equipment can be set to go into "sleep" mode after a certain amount of time; this saves *some* energy, but not as much as actually turning them off.

- Cleaning light fixtures and replacing hazy or yellowed lenses ensure you get the brightest light – by keeping fewer fixtures cleaner, you will need to turn fewer lights on to have adequate lighting.

- Keep windows and doors closed as much as possible in hot and cold weather to prevent the loss of heated or cooled air. Use blinds or curtains to block direct sunlight during the daytime in the summer, and use them at night to keep warm air in during the winter.

- Plug radios, cell phone chargers and other small electronics into a power strip that can be switched off. These devices otherwise will draw energy 24/7, even when not in use.

- Dress in layers – adjust layers of clothing before adjusting the thermostat.

- In multi-bulb lamps and light fixtures, use fewer bulbs if adequate light is still provided with fewer bulbs.

- Use laptop computers instead of desktop computers when possible – laptops consume up to 90% less energy than desktop computers do.

Other tips:

- Use ceiling fans both in summer and winter months.

    o In summer months, switch the blades to turn in a counterclockwise direction to push air downward – this will help the room feel cooler. This works on any fan speed.

- In winter months, switch the blades to turn in a clockwise direction to recirculate warmer air near the ceiling back down throughout the room. This works best with the lowest fan speed.

- Conserve energy in the kitchen:

  - Cook two dishes in one pot or pan.

  - Turn off burners on the stove slightly before the item you're cooking is completely finished – the residual heat will likely be enough to finish the job.

  - Plan ahead for meals made with frozen items – thaw them in the refrigerator rather than using the microwave's defrost cycle.

- Replace incandescent light bulbs with compact fluorescent bulbs.

- Conserve energy and resources in lawn and garden care:

  - Use plants that require less water to thrive in your region.

  - Add mulch to prevent water loss via evaporation.

  - Use rain barrels to collect rain water for watering lawns and flower beds.

  - Water lawns and gardens when the wind is calm and in the cool parts of the day.

- Find creative ways to re-use and recycle items at home and at work. Old t-shirts make great cleaning rags, and old printouts can be cut up and used for scratch paper or phone messages.

- Make use of the recycling bins and facilities that are available to you. UCA has bins all across campus.

- When driving:

  - Think of all the places you may need to go and combine as much in one trip as you can, planning your route so that – as best as possible – you do not crisscross back and forth across town getting everything done.

  - Carpool when possible.

  - Avoid rapid stops and rapid acceleration – both burn extra fuel.

- Keep tires properly inflated to maximize fuel efficiency.

- Do not carry around a lot of heavy "extras" in the vehicle all the time – the extra weight in the car decreases gas mileage.