

## Law Office Guide to Energy Efficiency

Whether your law office owns or rents its space, you can reduce your energy use to save costs, combat global climate change, and promote energy security, all while maintaining office productivity and assuring your employees a comfortable work environment.

EPA's ENERGY STAR program encourages you to take practical and reasonable energy-efficiency steps – some of which may involve the cooperation of your building owner – and you should be able to save at least 10%, and in many cases up to 30% of your energy costs.

These steps primarily include making sure your lighting system is up-to-date, making prudent purchases of energy-efficient office equipment as your older equipment wears out, and implementing best practices for office energy management.

- [Save Money by Saving Energy](#)
- [Improve Employee Comfort](#)
- [Take Action to Save Energy](#)
- [How Energy Affects the Environment](#)

### Save Money by Saving Energy

Energy represents 30% of a typical office building's operating costs, and is the single largest controllable operating expense. ENERGY STAR partners have shown that low-cost improvements can save 30% or more on energy use.

To that end, if a law office rents a 20,000-square-foot space and pays \$2 per square foot for energy, a 30% reduction can add up to \$60,000 over a five-year lease. Assuming a cost of \$0.10 per kWh of energy, these savings translate to 600,000 kWh – the equivalent of removing 82 cars from the road each year.

Tenant Savings	
Office Space	20,000 square feet
Lease Term	5 years
Energy Savings	30%
Reduces Costs	\$0.60/sq.ft. annually
Savings	\$12,000
Lease-Term Savings	\$60,000
Energy Consumption Avoided	600,000 kWh
Greenhouse Gas Emissions Avoided	379 metric tons of CO <sub>2</sub>

**If you pay your own energy bill**, saving energy directly improves your firm's profitability.

**If your energy costs are included in your rent**, team up with your landlord to save energy. By reducing energy costs, you will lower your overall occupancy costs.

#### QuickFinder

- [Guidelines for Energy Management](#)
- [Communications Kit](#)
- [Purchasing & Procurement](#)
- [Service Providers Directory](#)
- [Find Labeled Buildings](#)
- [Climate Change](#)

#### Tips

- [Practical Steps to Reduce Energy](#)

#### Spotlight on Success

- [2006 Small Business Award Winners and Success Stories](#)
- [2006 ENERGY STAR Awards Ceremony](#)
- [ENERGY STAR Partners in Practice](#)
- [Previous ENERGY STAR Award Winners](#)

[Back](#)

## Improve Employee Comfort

Improving the performance of your building through [practical, cost-effective steps](#) can enhance the comfort, health, and productivity of your employees. A Carnegie Mellon University report found that:

- Improved lighting design and daylighting enhances productivity and comfort
- Temperature control improvements enhance employee performance
- High-performance ventilation systems reduce respiratory illnesses
- Noise-free (and more efficient) lighting reduces headaches

[Back](#)

## Take Action to Save Energy

1. Learn [practical, cost-effective energy management steps](#) you can take.
2. Take steps to reduce your energy use if your law office is:
  - [Currently a tenant in a lease](#)
  - [Looking to lease space](#)
  - [Undergoing a major renovation or occupying a new building](#)
3. View case studies to see how your law office can benefit from [implementing energy management strategies](#) and [using energy-efficient products](#).
4. Share your plans and accomplishments with EPA. Consider applying for an [ENERGY STAR Award](#).
5. Use the ENERGY STAR [Communications Kit](#) to incorporate energy language into your internal and external communications. Try this sample language for your law office's [Web site and client relations materials](#), and [employee memos](#).
6. Refer to other ENERGY STAR resources:
  - [Higher Education](#), for law students and professors
  - [Government](#), for judges and government lawyers
  - [Small Businesses – Renters & Tenants](#)

[Back](#)

## How Energy Affects the Environment

Most energy generated by U.S. power plants comes from burning fossil fuels, such as coal, fuel oil, and natural gas. The burning of these fossil fuels releases carbon dioxide, a greenhouse gas, into the atmosphere. When less energy is used, fewer fossil fuels are burned, and less pollution is released. To find out more about the link between energy and global warming, see the [EPA Climate Change Web site](#).

Commercial buildings generate 18% of U.S. carbon dioxide emissions, and 30% of energy consumed in buildings is used unnecessarily or inefficiently. So there is significant potential for better energy management in the commercial sector to translate into large-scale environmental benefits. Find out [how ENERGY STAR helps protect the environment](#) and why "[Green Starts with Energy](#)".

[Back](#)

## Actions You Can Take: Your Law Office is Currently a Tenant in a Lease

- Talk to the person in your law office responsible for facilities – the office administrator or project manager, if applicable – about current energy strategies and share ENERGY STAR resources with them.
- Become an [ENERGY STAR Partner](#).
- Take [practical, cost-effective steps](#) to reduce energy.
- Create and implement an Energy Management Strategy. ENERGY STAR offers [Guidelines for Energy Management](#), with tools and resources to help each step of the way. Implementation often involves working directly with the building owner, and requires action from different divisions within your practice.
- Give your building owner ideas for how to save money by reducing energy use.
  - Request a meeting to discuss their energy management strategies.
  - Share a list of [ENERGY STAR participating organizations](#).
  - Ask for your building's ENERGY STAR rating. If the building has not been rated, introduce your owner to [Portfolio Manager](#), a national energy performance rating tool for commercial buildings.
  - Ask for a [Statement of Energy Performance](#), which provides a summary of energy performance and energy savings potential.
  - Show the [Building Upgrade Manual](#), which contains practical information for implementing profitable energy saving building upgrades.
  - Encourage your owner to [purchase energy-efficient products](#).
  - Encourage your owner to [take the ENERGY STAR Challenge](#).
- Learn about [Best Practices and Energy Efficient Equipment](#) that your office can implement to save energy and use it more efficiently.
- Help your employees save energy in the office and at home. Your employees are making decisions that affect up to 60% of your energy costs. Use ideas from the [ENERGY STAR Communications Kit](#) to show all members of your organization how they can save energy.
  - Post fact sheets with simple things employees can do to save energy in the office and at home. See the Communications Kit's [sample education materials](#).
  - Distribute an employee newsletter with energy-saving tips and information.
  - Participate in the [Change a Light, Change the World](#) campaign.
  - Tie energy savings to employee bonuses or special incentive programs.
  - Initiate energy-saving challenges in the office, with rewards like a free lunch or movie passes.
- Connect with energy service and product providers to achieve the maximum possible benefits of strategic energy management. The [Service and Product Provider Directory](#) can help you identify providers who work with ENERGY STAR and can help your law office.

[Back](#)

## Actions You Can Take: Your Law Office is Looking to Lease Space

- Investigate the energy practices of the buildings you consider leasing. See [sample questions to use in leasing discussions](#).
- Look for the ENERGY STAR Label to identify buildings with superior energy performance. [Find an ENERGY STAR Labeled Building](#).
- Talk to the person in your law office responsible for facilities – the office administrator or project manager, if applicable – about current energy strategies and what information to ask for when evaluating office space.
- Become an [ENERGY STAR Partner](#).
- Create and implement an Energy Management Strategy. ENERGY STAR offers [Guidelines for Energy Management](#), with tools and resources to help each step of the way. Implementation often involves working directly with the building owner, and requires action from different divisions within your practice.
- If you are interested in renewing your lease in your current space, leverage this to get your building owner to think about energy. Give your building owner ideas for how to save money by reducing energy use.
  - Request a meeting to discuss their energy management strategies.
  - Share a list of [ENERGY STAR participating organizations](#).
  - Ask for your building's ENERGY STAR rating. If the building has not been rated, introduce your owner to [Portfolio Manager](#), a national energy performance rating tool for commercial buildings.
  - Ask for a [Statement of Energy Performance](#), which provides a summary of energy performance and energy savings potential.
  - Show the [Building Upgrade Manual](#), which contains practical information for implementing profitable energy saving building upgrades.
  - Encourage your owner to [purchase energy-efficient products](#).
  - Encourage your owner to [take the ENERGY STAR Challenge](#).
- You can begin saving energy immediately in your current space and continue managing energy efficiently in your new space.
  - Learn about [Best Practices and Energy Efficient Equipment](#) that your office can implement to save energy and use it more efficiently.
  - Help your employees save energy in the office and at home. Your employees are making decisions that affect up to 60% of your energy costs. Use ideas from the [ENERGY STAR Communications Kit](#) to show all members of your organization how they can save energy.
    - Post fact sheets with simple things employees can do to save energy in the office and at home. See the Communications Kit's [sample education materials](#).
    - Distribute an employee newsletter with energy-saving tips and information.
    - Participate in the [Change a Light, Change the World](#) campaign.
    - Tie energy savings to employee bonuses or special incentive programs.
    - Initiate energy-saving challenges in the office, with rewards like a free lunch or movie passes.
- Connect with energy service and product providers to achieve the maximum possible benefits of strategic energy management. The [Service and Product Provider Directory](#) can help you identify providers who work with ENERGY STAR and can help your law office.

[Back](#)

## Actions You Can Take: Your Law Office is Undergoing a Major Renovation or Occupying a New Building that is Not Yet Constructed

- Look for buildings that have been “Designed to Earn the ENERGY STAR.” ENERGY STAR’s [New Building Design program](#) offers information to help architects and building design professionals take advantage of EPA tools and resources to design buildings for superior energy efficiency, such as:
  - Recognition such as the [“Designed to Earn the ENERGY STAR”](#) graphic, which can be used on building plans that meet the EPA’s criteria for energy-efficient design.
  - The [Directory of Active A&E Firms](#), a current list of architecture/engineering (A&E) firms creating designs that meet EPA performance criteria to earn the ENERGY STAR.
  - [EPA’s Target Finder tool](#), which can help you set realistic energy performance goals and receive a rating for the intended energy use in design projects.
  - [Building Design Guidance](#), which provides a set of suggested actions for design professionals and building owners to establish and achieve energy goals. These guidelines form a strategic management approach, not a technical reference that encourages best practices for energy design as part of the overall design process.
  - [Case studies and articles](#) on energy efficient building design.
- Talk to the person in your law office responsible for facilities – the office administrator or project manager, if applicable – about energy considerations for your future office space.
- Become an [ENERGY STAR Partner](#).
- Create and implement an Energy Management Strategy. ENERGY STAR offers [Guidelines for Energy Management](#), with tools and resources to help each step of the way.
- You can begin saving energy immediately in your current space and continue managing energy efficiently in your new space.
  - Learn about [Best Practices and Energy Efficient Equipment](#) that your office can implement to save energy and use it more efficiently.
  - Help your employees save energy in the office and at home. Your employees are making decisions that affect up to 60% of your energy costs. Use ideas from the [ENERGY STAR Communications Kit](#) to show all members of your organization how they can save energy.
    - Post fact sheets with simple things employees can do to save energy in the office and at home. See the Communications Kit’s [sample education materials](#).
    - Distribute an employee newsletter with energy-saving tips and information.
    - Participate in the [Change a Light, Change the World](#) campaign.
    - Tie energy savings to employee bonuses or special incentive programs.
    - Initiate energy-saving challenges in the office, with rewards like a free lunch or movie passes.
- Connect with energy service and product providers to achieve the maximum possible benefits of strategic energy management. The [Service and Product Provider Directory](#) can help you identify providers who work with ENERGY STAR and can help your law office.

[Back](#)

## Practical Steps to Reduce Energy

### ENERGY STAR Qualified Office Equipment

Computers, facsimile machines, printers, and copiers waste money when they remain on at full power while idle. An ENERGY STAR qualified computer uses 70% less electricity than computers without enabled power management features.

Granted, it may not be cost effective to replace a computer just for energy efficiency, but when office equipment needs replacing at the end of their useful life, ENERGY STAR qualified products should be preferred. ENERGY STAR qualified office equipment typically costs the same as conventional models, is made by a wide array of manufacturers, and provides the following features:

- [Computers and monitors](#) power down to a combined 30 watts or less when idle.
- [Copiers](#) enter sleep mode after a period of inactivity cutting costs by up to 60%.
- [Printers](#) power down to between 10 and 100 watts depending on printer specifications.
- [Facsimile machines](#) scan double-sided pages and enter a sleep mode after being idle for a set period of time.
- [Scanners](#) enter sleep mode after 15 minutes of idle time, and can save 50% over non-qualified models.

For each of these products, you can access a savings calculator that will demonstrate the potential savings of upgrading to ENERGY STAR. You can also learn about other [office equipment](#) such as laptops, monitors, external power adapters and multifunction devices.

Even if a facility's office equipment is not due for replacement, there are many behavioral and low-cost changes that can lower energy costs.

- Turn off computers, printers, and copiers at night or during periods of non-use. In some offices computers must be left on at night for file back-up, software and security maintenance. These longer hours make it all the more important that ENERGY STAR features are saving money for your firm during regular hours.
- Check owner's documentation for computers. Your office's current computers may already have power management software installed. If so, make sure it is enabled and any screen saver software used is compatible with these features.
- Utilize the duplex features of copiers and printers, which print on both sides of a page, and save energy and paper costs where duplexing is practical.
- Energy Star offers a free tool, called [EZ Wizard](#), which sets your computer monitor to go into a low-power sleep mode when inactive. A simple touch of the mouse or keyboard reactivates the monitor within seconds. Running EZ Wizard can save up to \$50 per year in energy costs.

### Lighting

Lighting is a major energy consumer in most office spaces as abundant ambient lighting and a variety of specialty lighting is required to support office occupants in their daily activities. This makes lighting an excellent area to address in any energy-efficiency upgrade as it not only gives good returns on investments in energy savings, but also helps enhance worker productivity and health. After determining the types of lighting used in your office, the next task is to look for the technologies that provide effective and healthy amounts of light for office occupants.

## Ambient or General Lighting

In the typical office, the fluorescent tube is the predominant source of ambient or general lighting, and is almost synonymous with the image of clean, efficient office architecture. In many cases, this office lighting will consist of 1.5-inch diameter fluorescent tubes known as T12's with magnetic ballasts. These lighting systems are renowned for having low color renditions and flicker, adding to eyestrain and discomfort of office occupants.

Fortunately, there are several options available for replacing T12 lamps.

- **T8 fluorescent systems** are 1 inch in diameter lamps that, when combined with electronic ballast, provide an excellent balance of lighting energy efficiency, improved color rendition, and near elimination of flicker. T8 lamps and T12 lamps are the same length, so in many cases new T8 fixtures complete with electronic ballasts can replace T12 fixtures on a one-to-one basis. In some cases, T8 lamps and electronic ballasts can be installed directly into existing fixtures reducing installation costs.
- **T5 fluorescent systems** provide superior efficiency to T8 lamps, however due to their narrow diameter (slightly more than half an inch) and intensity they can be very bright and may not be suitable for direct lighting applications where the intensity can cause discomfort when viewed directly. However, some offices have had success with these lamps by employing "indirect" lighting. Indirect lighting, typically employed in offices with high ceilings, directs the light output of a fixture upwards to the ceiling and relies on the ceiling to reflect the light downward to the workspace below. This lighting strategy can result in a very pleasant office atmosphere but may negate the efficiency benefits of using a T5 lighting system over a direct T8 system.

Some office spaces may use incandescent lamps. To eliminate these inefficient lights, replace them with screw-in compact fluorescent lamps (CFLs). These lamps are considerably more efficient than incandescent lamps of the same light output. For example, a 20-watt CFL emits the same amount of light or more as a 60-watt incandescent, and uses one-third the energy. These lamps are now available in a variety of shapes and sizes to accommodate a wide range of fixture types, and illumination needs. CFLs are also available in a variety of color temperatures to allow you to "tune" the mood of your office space from warm to cool by selecting lamps with increasing color temperatures.

## Task Lighting

Lighting that is used to provide illumination for a work surface, such as a desk lamp, is a typical example of office task lighting. Task lighting, whether supplied by the building operator, or added by employees is a common component of office illumination. Task lighting has the distinct benefit of allowing employees to control the amount and direction of light on their work surfaces when they need it. This often allows ambient lighting levels to be reduced, while retaining or even improving visual comfort.

However, in offices that do not allow workers to reduce ambient lighting to complement task lighting, such additional lighting can become costly additions. Many task lights are the most inefficient of lighting technologies, and include conventional incandescent lamps or halogen lamps. These lighting systems not only consume more energy than necessary to produce sufficient light, but emit large amounts of heat which can increase the air-conditioning load of your facility. If many building occupants prefer using task lighting to ambient light, consider supplying efficient task lighting as a standard within your office building. This will allow you to select the most appropriate and efficient lighting technologies, while improving employee comfort. Energy-efficient task lighting systems include:

- **CFLs:** Many task lights such as desk lamps are available with energy-efficient CFLs incorporated into their design. CFL desk lamps and other task lighting are widely available and affordable. Many task lamps with incandescent bulbs can be retrofitted by simply installing a screw-base CFL. For more information, please see the ENERGY STAR qualified product page for [CFLs](#).
- **(LED) Task Lighting:** Advances in task lighting are leading to decreases in cost and greater availability of light-emitting diode (LED) task lights including desk lamps. LED lamps are very efficient, last many years and provide a very focused light source.

## Accent Lighting

Accent lighting is used to focus or highlight certain areas, objects or architectural features. Examples of accent lighting include sconces, track lighting, and wall washers. Many offices may use accent lighting to highlight artwork or plants. Accent lighting is typically provided by incandescent or halogen systems. These systems, with the exception of low-voltage halogen systems, are inefficient producers of light and generate excessive amounts of heat. However, many options for replacing these lighting systems exist.

- **CFLs:** Accent lighting fixtures that use screw-based incandescent lamps can be directly replaced by CFLs.
- **Low-Voltage Halogen:** Though not as efficient as CFLs, these lamps are often an excellent alternative for track lighting and other accent lighting applications.
- **LEDs:** This technology is becoming increasingly popular and affordable among lighting designers for use as accent lighting.

For more information on energy-efficient light bulbs and fixtures please visit the ENERGY STAR product page for [qualified lighting](#).

## Exit Signs

Offices in commercial buildings are required to have illuminated exit signs. These exit signs consume more energy than is necessary and can cause increased maintenance due to frequent lamp replacement. Many exit signs, particularly those in older buildings, are lit by incandescent or compact fluorescent lamps. These lighting technologies use between \$11 and \$28 of electricity a year. Superior LED technology can reduce these costs to \$4 annually or less with no need for lamp replacement for 10 years. To learn more about LED exit signs and for a savings calculator, please visit the ENERGY STAR [qualified products page](#) and see [this document](#).

## Daylighting

Encourage employees to utilize free, available daylighting by opening window shades. Several studies have shown increases in employee productivity in working environments with adequate amounts of daylight. Consider installing skylights and tubular light conduits to increase the availability of this free resource.

## Lighting Controls

To reduce energy costs on your lighting system, and further reduce operating costs of your upgrade, install lighting controls. Lighting controls can be as simple as switches and timers, or as advanced as systems that detect space occupancy or monitor light levels and make adjustments in lighting system operation to minimize energy usage.

- **Switches:** Installing lighting fixtures on different circuits allows you to be able to “tier” the switching to lower light levels for nighttime operations or select areas of operation instead of powering the whole system. By turning off some of the lights at times when they are not needed you save energy and dollars!
- **Dimming Controls:** Dimming controls allow the lights to be dimmed to the level needed for reducing energy usage, or harvesting daylighting in offices with windows or skylights. Daylight dimming systems are available that, using a photocell, control the brightness of the lights automatically relative to a preset level.
- **Occupancy Sensors:** These devices use motion-sensing technology to detect the presence of occupants within a building area. When areas are unoccupied these sensors allow lighting to be shut off, saving energy. When a person enters the area, the lights automatically turn back on. Common applications for occupancy sensors include restrooms, training rooms, conference rooms, and storage rooms.

## Heating Ventilating and Air Conditioning (HVAC)

After lighting, heating and cooling usually account for a majority of the remaining electricity consumed in a typical office. Heating and cooling provide a necessary level of comfort for employees, clients and other office occupants, and comfort is an important factor in worker productivity.

In addition to providing heat in the winter, some building designs may require higher air-conditioning loads than other space uses due to extensive office equipment usage. Computers, monitors, printers, copiers, all produce significant amounts of waste heat. Just feel the back of your computer monitor. This waste heat contributes to the overall work that the air-conditioning system must do to maintain comfortable temperature levels. Air-conditioning systems must be efficiently designed and well maintained to handle this load effectively and affordably. ENERGY STAR qualified heating and cooling equipment is 10 to 30% more energy efficient than conventional equipment.

When purchasing any HVAC unit consider the “incremental cost” of options carefully, and remember this equipment should be part of your overall “return-on-investment” business strategy. Features such as programmable thermostats and economizers can add small additional costs to unit replacement that may result in the unit exceeding the lowest bid. However, the “cheapest” initial cost unit may cost more to operate and maintain, resulting in a higher “life-cycle cost,” so is not the best buy. Economizers, a feature which draws in outside air that is lower in temperature than the indoor air, can be exceptionally valuable in offices that house data centers or other large concentrations of computers because, even in the winter, these areas may require cooling.

Even if you are not ready to replace your HVAC system there are some actions you can take to reduce your energy use, improve system efficiency, and even increase system longevity.

- **Maintenance:** An extremely important yet often over looked building activity is the regular maintenance of HVAC systems. Even a new Energy Star qualified HVAC system- just like a new car- will decline in performance, without regular maintenance. A yearly "maintenance contract" can save more than it costs, and the contract automatically ensures that your HVAC contractor will provide "pre-season" tune-ups before each cooling and heating season. You save money with "no sweat" in the summer and “no chills” in the winter.
- **Programmable thermostats:** These “smart” thermostats automate your HVAC system. An "old-fashioned" thermostat turns the HVAC system on and off based on temperature, not whether the building is occupied, or whether you benefit from the cooling/heating. These solid-state, electronic devices can optimize HVAC operation "24/7" based on your needs. For more information and a savings calculator, please visit the ENERGY STAR products page for qualified [programmable thermostats](#).

For additional information on light commercial heating and cooling, please visit the ENERGY STAR [qualified products page](#).

## Office Kitchens

Many offices have kitchens, usually consisting of items such as a refrigerator, coffee maker, and water cooler. All of these appliances can be targets for improving your office’s energy efficiency.

- **Refrigerators:** Refrigerators can consume excessive amounts of energy. ENERGY STAR qualified refrigerators, incorporating features such as high-efficiency compressors and improved insulation, use 10% less energy than federal standards for new appliances and 40% less than conventional models sold in 2001. Most law firms would use a [“residential” model refrigerator](#).

Even if you are not ready to replace your current refrigerator, you can take the following actions to improve its energy efficiency:

- Check door seals, if seals are cracked, hardened or missing they can allow cold air to escape costing energy and money. A good rule is if you close the door on a dollar bill and it slides out easily your door seals may need replacing.
- Leave at least a couple inches of open space behind your refrigerator to ensure good airflow over the condenser coils. This will help them shed heat improving refrigerator efficiency. Even if your refrigerator has a flat back and does not have coils (coils are under the panel) maintain this gap.

- Clean the condenser coils on the back of your refrigerator at least twice a year. Dirty coils cannot shed heat.
- **Water Coolers:** If you are purchasing a new water cooler, purchase an ENERGY STAR qualified unit. Water Cooler. A standard hot & cold bottled water cooler can use more energy than a large refrigerator. An ENERGY STAR qualified model requires about half as much energy as a standard unit. For more information and a savings calculator please visit the ENERGY STAR qualified products page for [water coolers](#).

If you are not ready to replace your office's water cooler, consider the following actions:

- Just as with your refrigerator, clean condensers coils frequently and ensure that they have adequate air space and are not obstructed.
- Consider placing the unit on a timer. A timer can be set so that the cooler starts cooling before occupants enter the office space and shuts down after occupants leave for the evening.
- **Coffee Pots:** Consider placing your coffee pots on timers, this will not only ensure they are shut off after operating hours but enhance safety and eliminate the smell of burnt coffee in the morning from a dry and crusty pot.
- **Vending Machines:** New and rebuilt refrigerated beverage vending machines that have earned the ENERGY STAR are 40% more energy-efficient than standard new machine models. ENERGY STAR qualified vending machines incorporate more efficient compressors, fan motors, and/or lighting systems to keep beverages cool and the machine visible while using less energy. ENERGY STAR qualified machines also come with a low power mode option that allows the machine to be placed in low-energy lighting and refrigeration states during times of inactivity. For more information, procurement language and a savings calculator please visit the ENERGY STAR qualified products page for [vending machines](#).

[Back to "Improve Employee Comfort"](#)

[Back to "Take Action to Save Energy"](#)

[Back to "Actions You Can Take: Your Law Office is Currently a Tenant in a Lease"](#)

## Best Practices and Energy-Efficient Equipment

The easiest way to reduce energy consumption is to use only as much energy as you need. Work with your fellow lawyers and employees to build energy awareness in your firm.

- Turn off office equipment when not needed, such as at night and on the weekend.
- Mandate the use of screensavers for computers and turn off all computers when idle for more than two hours.
- Turn off unneeded lights, and use daylighting as much as possible.
- Use motion or occupancy sensors to minimize unnecessary use of lights in conference rooms, supply rooms, copy rooms, kitchens, rest rooms, and hallways.
- Work with janitorial staff to ensure lights and other equipment is turned off; discuss the feasibility of day cleaning.
- [Purchase ENERGY STAR qualified products](#), which use less energy than conventional products and are comparatively priced.
- Set the default on your copiers and printers to double-sided copying and printing.
- Calibrate thermostats to adjust for seasonal changes.
- Ask your landlord about optimizing building systems performance.
- Ask your landlord about buying green power.
- Contact your local utility to request a free energy audit.

[Back to "Actions You Can Take: Your Law Office is Currently a Tenant in a Lease"](#)

[Back to "Actions You Can Take: Your Law Office is Looking to Lease Space"](#)

[Back to "Actions You Can Take: Your Law Office is Undergoing a Major Renovation or Occupying a New Building that is Not Yet Constructed"](#)

## Sample Language for Web site or Client-Relations Materials

[Our company] is committed to addressing climate change. To reduce our firm's impact on the environment, we have teamed with the U.S. Environmental Protection Agency's ENERGY STAR program. Our partnership will help combat global climate change and promote energy security by reducing energy use. We're committed to improving the energy performance of our office space, purchasing ENERGY STAR qualified equipment, and collaborating with our building managers and employees to be better stewards of the environment. For more information about ENERGY STAR, please visit [www.energystar.gov](http://www.energystar.gov).

[Back](#)

## Sample Language for Employee Memo

### Announcing ENERGY STAR Partnership

[Our company] is proud to announce that we are partnering with ENERGY STAR, a U.S. Environmental Protection Agency voluntary program that offers businesses and consumers energy efficient solutions to help save money while protecting the environment. Our practice will join a nationwide effort to eliminate wasted energy through the voluntary implementation of improved energy management practices and technologies.

We believe our efforts to improve energy performance benefits the natural environment, our practice's financial bottom line, and our employees' health and satisfaction through:

[Enter specific activities such as:

- Improved lighting design and daylighting that is easier on your eyes;
- Temperature control improvements;
- High-performance ventilation systems that reduce respiratory illnesses; and
- Noise-free (and more efficient) lighting that reduces headaches.]

By reducing our energy consumption by [x]%, [our company] can achieve total annual savings of \$[x] and [x] million kilowatt-hours—equivalent to powering [x] American homes. This translates into an air pollution reduction of [x] million pounds of carbon dioxide.

You can help contribute to these achievements. Look for forthcoming memos with energy-saving tips you can use at the office and at home.

### Communicating Successful Energy Savings

Thank you for your continued support of [our company]'s partnership with ENERGY STAR, the U.S. Environmental Protection Agency's voluntary program that offers businesses and consumers energy efficient solutions to help save money while protecting the environment. Our practice is a member of this nationwide effort to eliminate energy waste through the voluntary implementation of improved energy management practices and technologies.

Thanks to your conscientious energy use and creative energy-saving ideas, we have been able to reduce our consumption by [x]%, which translates to total annual savings of \$[x] and [x] million kilowatt-hours—equivalent to powering [x] American homes. This is the equivalent of an air pollution reduction of [x] million pounds of carbon dioxide.

[Back](#)

## Sample Language and Questions for Leasing Discussions with Brokers

As an ENERGY STAR partner, you have committed to improving your organization's financial performance and to reducing your organization's share of greenhouse gas emissions that contribute to climate change. When looking to lease new office space, it is important that you act on this commitment by asking your real estate broker the following questions:

- What is the current ENERGY STAR rating for the building? I would like a copy of the building's most recent Statement of Energy Performance.
- If the building does not have an ENERGY STAR rating, how does the energy cost and consumption compare to other, similar buildings?
- What is the average energy consumption per square foot in this building?
- What is the current average energy cost per square foot in this building?
- I would like a copy of any energy management policy or plan for this building.
- Does this property use any sort of centralized energy management system (EMS) to help coordinate building systems' operations?
- Have there been any major building equipment upgrades in the last five years? Was the equipment commissioned upon installation?
- Have the building systems been recommissioned in the last five years?
- Has this building undergone an energy audit in the last five years?
- Are the owner and property management firm for this building ENERGY STAR partners?
- Are any of the other tenants in this building ENERGY STAR partners?

[Back](#)