

## OUR ACTIONS MAKE A DIFFERENCE



### By Saving Energy at Work, We Help Protect the Environment for Everyone

In the US, buildings account for almost 38% of the nation's annual energy use and greenhouse gas emissions and 72% of US electricity consumption (EIA, 2008). Although a building is normally deemed "green" by its high performance design, the occupants of the building can play a significant role in reducing consumption throughout the building. In fact, even a green building designed and operated in a highly efficient manner can only go so far to reduce energy consumption and the associated environmental impact. The occupants of a building must also do their part to lead the way to more sustainable buildings.

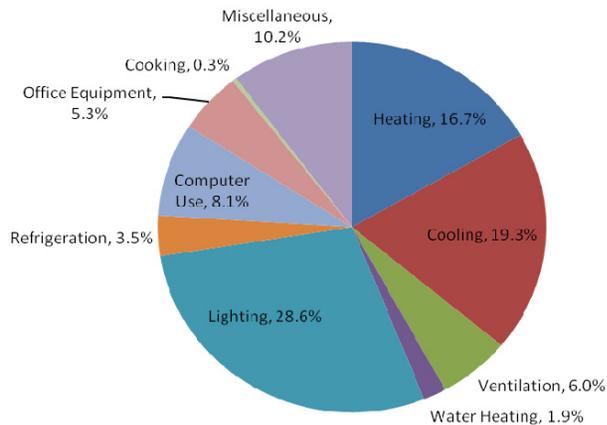


Figure 1 – Breakdown of energy use in commercial office buildings representative of the Charlotte region. Source: A data subset of the Energy Information Agency's Commercial Building Energy Consumption Survey (CBECS), 2003



The following list includes recommendations about how each occupant can play an important role. These simple habits can significantly reduce greenhouse gas emissions and the depletion of our natural resources while providing a cleaner environment for everyone.



## Ten Ways To Be a Green Tenant

1. **Align work hours with the standard operating hours** of the building to the highest degree possible. Additional operating hours for only a couple people often requires that large areas of light and possibly the entire building's mechanical systems must remain running.
2. **Dress appropriately for the seasonal climate** and allow the space temperatures to modulate within the lease agreement's range for maximum energy performance. Space heaters can be dangerous and are tremendous energy users. Notify building operations if space temperatures are uncomfortable so they can properly remedy the situation. Try to work with nearby coworkers to **agree on long-term space temperatures** that keep everyone comfortable.
3. **Unplug and remove unused or unnecessary office equipment** such as copiers, printers, and fax machines. Create centralized printing and copying stations for the office space to reduce maintenance costs and energy waste.
4. Work with IT manager to **enable "energy saver" modes** of operation for the office equipment, servers, personal computers, and monitors. Energy saving modes can normally be activated individually in the control panel under power options. Group power option policies can often be set up at the network level.
5. Purchase and **use laptop computers when possible** over desktop computers. They normally consume less than half the electricity.
6. **Unplug electronics when not in use** or use power strips for all plug loads and turn them off at the switch when leaving the office.
7. **Install occupancy sensors** in any space used intermittently such as break rooms, meeting rooms, conference rooms, and storage rooms. Always turn lights off when leaving an unoccupied space. The energy savings are worth more than the minimally decreased bulb life. Use high efficiency bulbs for accent lighting when available and turn them off when not needed.
8. **Use task lighting with high efficiency bulbs** in perimeter offices where daylight may enable turning off the overhead lights.
9. **Close window blinds to block direct sunlight** from entering windows to lower solar heat gain. Close blinds at night in the winter to trap heat in the building which lowers the need for heating throughout the night. Open blinds to **maximize day-lighting** when indirect sunlight is available.
10. **Form a sustainability task force** to continually educate coworkers and encourage wise energy habits in the office.

Since its establishment in 1948, **Mechanical Contractors** has been serving Charlotte, Raleigh and surrounding areas with design, installation and service of mechanical systems - over 60 years of expertise. MCI's energy services team applies this wealth of experience to existing buildings. Through a collaborative and holistic approach, they equip owners and managers to manage energy costs, reduce environmental impact, improve tenant satisfaction, and increase building performance.

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