



Eco-Attitude at Work

Instead of leaving the matter of your building's energy efficiency to "someone else," make suggestions to your supervisor on ways that your office space can become more efficient (or make them yourself, if you have the authority). You can even implement some of these tips in your own home office.

Tips for the Office

- Adjust the air conditioner thermostat in your office to 25°C in the summer and 20°C in the winter.
- When you dress for the weather outdoors, you can find yourself underdressed for an air-conditioned office. Rather than increasing your energy use by running a space heater to warm up, try putting on layers of warmer clothes at the office (and keeping a pair of closed-toe shoes at your desk).
- Make sure to turn off your desk lamp, computer and other small appliances in your office before you go home at the end of the day.
- Install energy-efficient bulbs in your light fixtures—including your desk lamps!
- Encourage building management to use energy-efficient lighting in common areas.
- Set office lights on a timer so they are not left on all night.
- Set the air conditioner on a timer, and let the temperature rise once employees have gone home for the day.
- Ensure all entrances to the building and windows are sealed properly to minimize and eliminate draughts. This helps keep heat out during the summer months and the heat in during cold winter months. If necessary, caulk and weather strip all windows and doors.
- Replace regular windows with tinted ones. Tinted windows deflect harmful UV rays and keep the sun's heat out, which takes the pressure off your air conditioner in the summer time.

