

BE SMART ABOUT SCHEDULING FOR IMMEDIATE SUMMER SAVINGS

Make sure that HVAC, lighting, and office equipment are turned off when they aren't needed. This is one of the simplest and most overlooked ways to lower energy use. Air handlers are often the biggest opportunity, followed by lighting and office equipment.



MINIMIZE BUILDING PRE-COOLING

Don't pre-cool your building earlier than you need to. And when pre-cooling begins, keep in mind you don't need to increase ventilation if the building is unoccupied.



CONSIDER USING OPTIMAL START- STOP ROUTINES

If relevant, use your building automation system to set an optimal cooling start time based on outdoor temperature.



CHECK THAT EXTERIOR LIGHTS DON'T SHINE DURING THE DAYTIME

Photocells on exterior lights can degrade. Check that they are actually working by conducting both a daytime and nighttime inspection.



TALK TO TENANTS ABOUT THEIR SCHEDULES

Are you providing weekend or late-night comfort hours? After tenant transitions, make sure you are only cooling when the building is occupied.



TALK WITH TENANTS ABOUT TURNING OFF EQUIPMENT

Simple reminders and a checklist of actions can help tenants prioritize and save. The most common opportunities are IT power management settings, putting coffee makers on timers, and turning off lights. If tenants control their own space, make sure they have programmable thermostats.



POST REMINDERS TO TURN OFF LIGHTS IN COMMON SPACES

This can include restrooms, shared conference space, or hallways. Check with janitorial staff about where there might be additional opportunities.

LOOKING FOR MORE BILL SAVINGS? SIGN UP FOR ONE OF THESE XCEL ENERGY SAVINGS PROGRAMS.

- Sign up for [Savers Switch®](#) and get a \$5 bill credit for every ton of cooling enrolled, June through September (size restrictions apply).
- Are you a large energy user? Enroll in [Electric Rate Savings](#) and receive additional incentives to reduce your demand at peak times.
- Consult with your Xcel Energy account manager or contact the energy efficiency specialists at 855.839.8862 or visit [xcelenergy.com/Business](https://www.xcelenergy.com/Business) to learn about money-saving rebates.

