

Lighting and Electrical

- Consider low wattage lightbulbs and fluorescent lighting.
- Consider use of timers for a more efficient lighting source.
- Make sure that you turn off all lights as you exit rooms.
- Use energy saving features on computers, monitors and other entertainment devices.
- Use task lighting where applicable – instead of lighting the entire room, focus the light where it is needed (i.e. use lamps).
- Consider using 3-way lamps.
- Use energy efficient compact fluorescent bulbs.
- Place floor lamps or table lamps in a corner, as light will reflect from the two walls.
- Ensure that lightbulbs and fixtures are clean, as dust or dirt can reduce the light that is being emitted by more than 10%.
- Install a light dimmer, an incandescent light dimmed by 25% can save 10% on energy use and extend the life of the bulb.
- Install motion-detecting devices in closets, hallways and bathrooms.
- If you replace 25% of the lights in high-use areas with fluorescent lights, you can save about 50% of your lighting costs.
- Reduce lighting where possible.

Refrigerator

- Check your refrigerator door gasket over time to ensure a good seal.
- Ensure refrigerator door is sealed tightly after each use.
- Do not obstruct any vents inside the refrigerator compartments.
- Let hot leftovers cool down before putting them in the refrigerator.
- Do not overload refrigerators and freezers with food.
- Cover liquids and wrap foods. Uncovered foods create excessive moisture and make the compressor work harder.
- Defrost your freezer on a regular basis.
- Move your refrigerator out from the wall and vacuum once a year to maximize performance.

Microwave

- Defrost food using the natural method opposed to using the microwave.
- Never use a two prong adapter or an extension cord to plug in your microwave oven.
- Allow space around the microwave for proper ventilation.
- Boil large quantities of water on your stove or in an electric tea kettle.

Water

- Repair leaking faucets by installing new washers.
- Resist running hot water continuously while shaving or shampooing.
- Shorten showers in order to reduce hot water flow.
- Keep a container of drinking water in the refrigerator to avoid running the tap unnecessarily.
- Thaw frozen foods ahead of time, not under running hot water.
- Do not use toilets for disposing of trash or waste paper.
- Use a “touch test” to see if your plants need watering.
- Put a lid on your pot while cooking or boiling water.
- Take showers instead of baths. A bath can waste 16.20 liters more water than a shower.
- Keep the faucet lever on the kitchen sink in the cold position when using small amounts of water, placing the lever in the hot position uses energy to heat the water even though it never reaches the faucet.
- Water heating typically accounts for approximately 14% of your corporation’s utility bill.

Washing Machine

- Wait for a full load.
- Wash in warm or cold water whenever possible.
- Rinse in cold water where possible.

Electric Ranges & Ovens

- Do not preheat your oven longer than necessary, no longer than 10 minutes is recommended.
- Make sure that oven seals are kept clean and properly fitted.
- Use alternatives to the oven whenever possible, (i.e. microwaves, crock pots or pressure cookers).
- Choose the burner size that matches your pot.
- Baking defrosted foods uses one third less energy than starting with frozen food.
- Never line your oven with aluminum foil as this could reduce hot air flow, instead use a cookie sheet to catch droppings or spills.
- Thawing foods allows you to reduce the recommended cooking time by 30%.
- Use glass or ceramic baking dishes as you can lower the baking temperature by 25 C° as these materials retain heat better than others.
- Keep your oven door closed. Every time that you open your oven door during cooking, the temperature drops 5 to 10 C°.

Clothes Dryers

- Clean the lint filter of the dryer after every use. A clogged lint filter increases drying time.
- Do not over dry your clothes.
- Use full loads for clothes dryers.
- Dry towels and heavier cottons in a separate load from lighter items.
- Use the cool down cycle to allow the clothes to finish drying with the heat that is left in the dryer.

Dishwasher

- Do not overload.
- Do not do half loads.
- Use shorter cycles when you have easy to clean dishes.
- If your dishwasher has an air-dry setting, choose it instead of the heat-dry setting.
- Check the manual that came with your dishwasher for the manufacturer recommendations on water temperature.
- Scrape do not rinse off large food particles and bones. Soaking or prewashing dishes is only recommended for heavily soiled utensils.
- Do not use the “rinse hold” function for a few soiled dishes as it wastes 12-28 liters of hot water each time you use it.

Tips for Winter

- Turn down the thermostat to 16C when leaving your suite for an extended period of time.
- Try to avoid turning the thermostat up and down frequently – choose an appropriate temperature and leave the thermostat there.
- Ensure that heating vents are not blocked.
- Check all filters and fan coil units once every few months to ensure that they are operating properly.
- Open curtains to bring in sunshine during the day and close curtains at night to ensure that heat is not being lost.
- Shorten showers in order to reduce the amount of hot water flow to your suite.
- Install insulated draperies or blinds around large windows.
- Keep windows on the south side of your suite clean to maximize solar gain (cold weather)
- Use area rugs on cold floors.
- Use kitchen, ventilating fan wisely. In just 1 hour, these fans can pull out a suite full of warmed air. Turn fans off as soon as they have done the job.

Tips for Summer

- Try to operate the thermostat at the highest setting that is comfortable for you.
- Exhaust fans in kitchens, should be used to expel heat and moisture from your suite.
- Close curtains when leaving your suite for extended periods.
- Keep doors and windows closed when you are operating air conditioning equipment.
- Ensure that cooling vents are not blocked.
- Open a window or opt to use a ceiling fan on cooler days, instead of running the air conditioner.
- Set your air conditioning wisely. Each degree setting below 26 degrees Celsius will increase your energy consumption by approximately 8%.
- Turn off unnecessary lights in the house as they produce a lot of heat which works against the air conditioning.
- Don't set your thermostat at a colder setting than normal when you turn on your air conditioner. It will not cool your home any faster and could result in excessive cooling.
- Install white window shades, drapes or blinds to reflect heat away from your suite.