

GREENING EXISTING BUILDINGS

An AOBA Conference - Sept. 25, 2008 | The Capital Hilton, Washington, DC



Apartment and Office Building Association
of Metropolitan Washington



Practical Steps toward Sustainability

GREEN TIPS FOR DISTRIBUTION

These tips, developed with guidance from the AOBA Energy Managers Roundtable, are available on the Going Green section of www.aoba-metro.org. Please feel free to adapt as needed, and distribute them widely to tenants and residents!

Green Tips for Office Employees

By taking simple steps, you can save energy used to make electricity, conserve precious fuel and water, and reduce waste. Doing small things can make a big difference!



LIGHTS OUT

Turn off all lights when you leave your office. Use EPA ENERGY STAR-qualified compact fluorescents (CFL) or Light-emitting diodes (LED) for your personal floor or table lamps. *More info at www.energystar.gov/lighting*



CONSERVE WATER

Even small leaks waste huge amounts of water. Have all leaks in sinks and toilets repaired immediately. In your office kitchen, wash only full loads of dishes and use the energy saving setting for drying. *More water-savings tips at www.wateruseitwisely.com*



POWER DOWN

Your electronics (computers, laptops, printers, monitors, fax machines) use power even when idle. Work with your IT department to determine ways to reduce energy when equipment is not in use. For new equipment, encourage purchasing of EPA ENERGY STAR qualified products. *More tips at www.energystar.gov/products*



RECYCLE AND REUSE

Recycle office papers, newspapers and beverage containers. Consider setting copiers to print double-sided, and purchase supplies made with recycled content. Create a "Green Team" to enhance your firm's green practices. *Recycling details for DC and other local governments are online. Find links at www.aoba-metro.org; click on Going Green, then Green Websites.*



STAY COOL ...AND COMFY

Close office blinds, curtains or shades on hot, sunny days, and keep them open on cold, sunny days. Keep air vents open and uncluttered. *More tips for work and home at www1.eere.energy.gov/consumer/tips*



USE LESS GAS

Strive to reduce driving. Consider alternatives including public transportation, carpools, bikes and teleworking. *Tips to get better mileage when you must drive at www.aaamidatlantic.com/PGA/FuelConservation*

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Green Tips for Apartment Residents

By taking simple steps, you can save energy used to make electricity, conserve precious fuel and water, and reduce waste. Doing small things can make a big difference!



LIGHTS OUT

Turn off all lights when you leave the room. Replace your incandescent light bulbs with EPA ENERGY STAR-qualified compact fluorescents (CFL) or Light-emitting diodes (LED). *More tips at www.energystar.gov/lighting and for details on recycling CFLs, visit www6.homedepot.com/lecoptions*



WEATHERIZE IN WINTER

Make sure any indoor air leaks are sealed to reduce your energy consumption. Turn your thermostat down 2 to 3 degrees before you leave for the day and turn it down to 55 degrees when you are away. *More tips to stay comfortable while saving energy at www1.eere.energy.gov/consumer/tips*



POWER DOWN

Your home electronics use power even when idle. Make sure computers, printers and monitors are turned off when not in use, and consider plugging TVs and DVD players into a power strip so they can be turned off easily. *More tips to use electricity wisely at www.energystar.gov/homeimprovement*



CONSERVE WATER

Even small leaks waste huge amounts of water. Have all leaks repaired immediately. Wash only full loads of dishes in your dishwasher and if applicable, use the energy-savings setting for drying. *More water-savings tips at www.wateruseitwisely.com*



STAY COOL IN SUMMER

Close blinds, curtains or shades during hot sunny days, and make sure doors and windows are closed when the AC is on. Consider adding shades to windows in rooms with AC units. Turn your thermostat up 2 to 3 degrees before you leave for the day, and turn it off when you're away.



USE LESS GAS

Strive to reduce driving. Consider alternatives including public transportation, carpooling, biking and teleworking. *Tips to help you get better mileage when you must drive at www.aaamidatlantic.com/PGA/FuelConservation*



RECYCLE AND REUSE

Place newspapers, cartons, plastic and glass containers in your recycle bins. Reuse plastic bags and purchase reusable grocery bags. Recycling details for DC and other local governments are online. *Find links at www.aoba-metro.org; click on Going Green, then Green Websites.*