



Choose one or more actions in each of the four areas below to begin reducing your business's energy use.

## IN TRAVEL

### Help your employees commute efficiently:

- Promote employee purchases of energy-efficient vehicles through perks such as preferred parking
- Share information on efficient driving practices

### Encourage other commuting options:

- Support walking, biking and the use of public transit when possible
- Promote carpooling
- Facilitate telecommuting

### If your company has a vehicle fleet:

- Buy energy-efficient vehicles
- Consider investing in infrastructure to support alternatives such as plug-in electric or compressed natural gas vehicles
- Encourage your fleet manager to
  - buy low rolling resistance tires
  - maintain vehicles for maximum fuel efficiency (tires fully inflated; routine auto maintenance)
- Ask your drivers to accelerate slowly and drive within the speed limit

### Encourage long-distance travel alternatives:

- Encourage your employees to take a train – or bus – rather than a plane
- Have them meet via web-conference instead of driving or flying to meetings

## IN BUILDINGS

- Weatherize
- Buy energy-efficient appliances and building systems
- Use energy-saving settings on computers and other hardware
- Encourage turning off computers and other electronics at the end of the work day
- Produce your own energy with solar and wind power
- If you don't own your building(s), talk to your building manager about doing these things

## IN PURCHASING

- Buy clean renewable energy
- Ask your suppliers to make sustainably-produced options available
- Purchase products that are sustainably produced
- Consider developing an environmentally preferable procurement policy

## SPREADING THE WORD

- Tell your employees and customers about the actions you are taking to reduce fossil fuel use and energy waste
- Encourage your employees and customers to save energy at the office and at home
- Tell your local and state government agencies – and local and state officials – what they can do to help your business reduce fossil fuel use and energy waste



*Effective Actions for Businesses*

# REDUCING ENERGY USE