



This month's topics: energy-saving tips at work, emergency planning, on-demand energy webinars

### **Article 1: ENERGY-SAVING TIPS FOR SMALL BUSINESSES**

According to the EPA's ENERGY STAR® program, U.S. small businesses together spend a whopping \$60 billion on energy each year. A survey conducted by the National Federation of Independent Business (NFIB) found that energy costs are a top three business expense for more than one-third of the nation's small businesses.

But small businesses also have significant energy savings potential. Depending on the building and business type, small businesses can reduce their energy without sacrificing service or comfort. Here are some ideas:

- ✓ Conduct an energy audit. SDG&E's Business Energy Solutions program provides an on-site no-cost energy audit. Learn more at [\*\*sdge.com/BES\*\*](https://sdge.com/BES).
- ✓ Get employees invested. Saving energy is a team sport, not the sole responsibility of the business owner. Encourage staff to share innovative ideas on how to cut down energy costs – creating an energy efficient work culture.
- ✓ Plant trees. Plant shady trees outside of your business to keep your building cool and help clean the air. Depending on your location, vegetation can help weather the summer heat and chilly winter winds.
- ✓ Plug leaks with weather stripping and caulking. It's important to locate any leaks in your business to prevent costly heating and cooling loss. You can easily plug leaks with weather stripping and caulking to efficiently manage your ventilation.

- ✓ Install occupancy sensors. Install dimmers and occupancy sensors in proper locations to automatically turn off lighting. It's important to ensure that the sensors are properly installed. Even good equipment can be installed incorrectly, like being installed in an obstructed location (e.g., behind a coat rack, door, bookcase or other furniture).
- ✓ Turn off unused equipment. Office computer monitors are an easy way to save on your business's energy bill as they use a lot of energy. Ensure that monitors are set on automatic sleep mode during non-working hours or are manually turned off when not in use. Screen savers do not reduce energy use by monitors.
- ✓ Reduce paper usage. Paper and printing can be costly for your business. Print only when necessary and double-sided when you do. This will reduce paper waste and help cut the energy required to run your printer, which reduces your energy costs and may extend the life of your printer.
- ✓ Install hand dryers. Use hand dryers instead of paper towels. As paper towel dispensers need to be refilled, they are a constant, recurring cost and more expensive than automatic hand dryers in the long run. It's also less mess and reduces waste.
- ✓ Insulate your water heater. If your business's water heater is older than seven years, be sure to wrap it in insulation to retain water heat.
- ✓ Examine your energy use online. You can track and monitor your business's energy usage by signing up for My Account at [sdge.com/MyAccount](https://sdge.com/MyAccount).

### **Social posts: ENERGY-SAVING TIPS FOR SMALL BUSINESSES**

1. DYK 15% of energy waste is caused by dirty air filters – which impairs your HVAC system and contributes to wasted energy. Replace air filters (or clean them if they're reusable), especially during peak heating and cooling seasons. #sdge #SDGEassist
2. Unsealed ducts contribute up to 20% energy waste. They may not be sealed properly or insulated well. Hire a contractor to make sure all ducts have duct

sealant or metal-backed (foil) tape over the seams and connections. Then, wrap the ducts in insulation. #sdge #SDGEassist

3. Switch off or power down your electronic devices on unused equipment when not in use. Turning off one computer and monitor every night and weekends can save up to \$80 a year. Savings like this can really add up! #sdge #SDGEassist
4. Weather strip and caulk drafty doors and windows to keep in the heat when you need it most. Insulating your business can also help keep the heat or cool air in year-round. #sdge #SDGEassist
5. Keep track of your energy use and costs with email or text alerts. Stay on top of your bill, energy use and more. Visit [sdge.com/MyAccount](https://sdge.com/MyAccount) and go to "alerts and subscriptions" to subscribe. #sdge #SDGEassist

## **Article 2: DISASTERS DON'T PLAN AHEAD BUT YOU CAN.**

An estimated 25% of businesses don't open again after a major disaster, according to the Institute for Business and Home Safety. Protect your business by identifying the risks relevant to your location, both natural and man-made. Then, keep your plan of action updated.

Preserve your equipment and business records by referencing this **IRS guide** on how to protect your information before an emergency strikes. The Federal Emergency Management Agency (FEMA) also offers an emergency preparedness checklist and toolkit online.

Here are helpful preparedness tips to learn before an emergency strikes – not during.

- ✓ Train your employees in general fire safety, especially for tasks with a high-fire risk, like welding and cutting, fueling vehicles, working with flammable liquids, etc.
- ✓ If your office roof is accessible by ladder, prop it against the building so you and firefighters have access to the roof.

- ✓ Establish an evacuation plan and keep it current. Plan primary and secondary exits from your buildings. Consider how employees will escape if doors or windows are blocked by an exterior fire.
- ✓ Build a personal “go bag” for your cubicle or office that’s easily accessible if you need to evacuate your work location.
- ✓ Keep appropriate emergency supplies on hand, including flashlights, battery-powered portable radio, extra batteries, first-aid kit, manual can opener, non-perishable food and bottled water.

For more information and tips on how to be prepared for an emergency, visit [\*\*sdge.com/safety\*\*](https://sdge.com/safety) and [\*\*sdge.com/emergency\*\*](https://sdge.com/emergency).

### **Social posts: DISASTERS DON’T PLAN AHEAD BUT YOU CAN.**

1. Prepare for an emergency at work BEFORE an emergency happens. Visit [\*\*sdge.com/emergency\*\*](https://sdge.com/emergency) for more tips. #sdge #SDGEassist
2. Is your business prepared for an emergency? Establish an evacuation plan and keep it current. Plan primary and secondary exits from your buildings. Consider how employees will escape if doors or windows are blocked by an exterior fire. Visit [\*\*sdge.com/emergency\*\*](https://sdge.com/emergency) for more tips. #sdge #SDGEassist
3. Ensure your business is ready for an emergency. Keep emergency supplies on hand, including flashlights, battery-powered portable radio, extra batteries, first-aid kit, manual can opener, non-perishable food and bottled water. Visit [\*\*sdge.com/emergency\*\*](https://sdge.com/emergency) for more tips. #sdge #SDGEassist

### **Article 3: TAKE ADVANTAGE OF NO-COST TRAINING FROM ENERGY EXPERTS**

Did you know that SDG&E provides webinars for business owners and trade professionals, and most are at no cost? You or your employees can learn about the latest in green building practices, technology and energy-saving solutions from industry experts. Some of October’s topics include:

- Central heat pump water heater systems
- Irrigation scheduling
- Multifamily electrification
- Solar PV
- Project management for energy efficiency
- Commercial refrigeration
- Introduction to modeling
- Decarbonization
- Selling residential HVAC heat pumps
- Lighting controls
- Demand control ventilation (DCV) and variable speed fans

Certifications and continuing education units are available for many of the classes. Check out the class listing at [sdge.com/EIC](https://sdge.com/EIC).

### **Social posts: TAKE ADVANTAGE OF NO-COST TRAININGS FROM ENERGY EXPERTS**

1. Did you know SDG&E provides energy education and training webinars at no cost? These on-demand webinars are offered at introductory, intermediate and advanced levels. See the webinar list at [sdge.com/EIC](https://sdge.com/EIC). #sdge #SDGEassist
2. Learn the latest in green building design, operations, maintenance and technology at no-cost energy webinars led by industry experts. See the on-demand webinar list at [sdge.com/EIC](https://sdge.com/EIC). #sdge #SDGEassist
3. Enroll in a no-cost, on-demand energy topic webinar. Energy education and training can give you and your employees the knowledge and skills that customers value. Check out the webinar list at [sdge.com/EIC](https://sdge.com/EIC). #sdge #SDGEassist

### **Images: TAKE ADVANTAGE OF NO-COST TRAININGS FROM ENERGY EXPERTS**



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