

## Additional Resources:

Efficiency Maine: [www.energymaine.com](http://www.energymaine.com)

Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)

Earth 911: <http://earth911.org/energy>

## List of Supplemental Educational Materials:

- \*Be an Energy Star: Tips for Saving \$\$\$ in Your Home
- \*RIF Maine – CFL Bulb Program Flyer
- \*Stay Warm This Winter and Conserve Energy!
- \*Ways that residents can assist in conserving energy and still stay toasty warm!
- \*STAY WARM THIS WINTER!
- \*ENERGY: Think Conservation EVERY Day!
- \*“Energy” Word Search Game
- \*Think Green! Flyers (2)

Sponsored by:



[www.hud.gov](http://www.hud.gov)  
[www.hud.gov/local/ban](http://www.hud.gov/local/ban)

**PRESERVATION MANAGEMENT, INC.**

**REALTY RESOURCES MANAGEMENT**

# LET'S CONSERVE ENERGY!



## RESIDENT EDUCATION: A GUIDE FOR OWNERS, PROPERTY MANAGERS & RESIDENT SERVICE COORDINATORS

### RESIDENTS ARE PART OF THE SOLUTION

Whether your residents pay for their own utilities or not, they need to be engaged in the conservation effort for optimum results in energy reduction and cost savings. The following are “tried and true” steps that you can take to begin educating your residents about saving energy and fostering their commitment to an energy conservation program.

1. Meet with residents face to face. There’s no substitute for your personal request for their assistance in implementing your energy conservation practices...equipment...devices.

Make it interesting. Serve a snack, provide a door prize, play a game/icebreaker.

2. Be honest. Let residents know what your goals are and that their participation is critical (and appreciated) in meeting those goals.



3. Give information out in digestible bites. Schedule a series of meetings and review one energy-saving topic at each meeting. For example, at the first meeting you might distribute the brochure, “Be an Energy Star.” Although the brochure includes a host of energy-saving topics, focus on only one topic per meeting, perhaps starting with an energy-saving practice that is simple yet cost effective. Provide additional materials, if necessary. If the topic is lighting, you may want to give everyone one or two CFL bulbs. Explain the different models, how they work, how they save energy and the environment, how to dispose of them, etc. Leave plenty of time for questions and answers and take any concerns they have seriously.



4. Explain the consequences – good and bad – of saving or wasting energy. What are the rewards for residents? Will cost savings mean a smaller rent increase? A lower utility bill for the resident? A new computer for the community room? OR, will higher energy costs translate into higher

rents? Higher utility costs paid by the residents? A postponement of a resident service? Make the connection between their behavior and a meaningful result.

5. Make energy education for residents an on-going event. Meet with residents routinely to provide information on additional energy-saving practices. Solicit energy savings suggestions. Consider a reward for suggestions that are implemented.



6. “Assign” easy tasks between meetings – “Shut your windows (in cooler weather),” or “shut your doors,” or “turn the thermostat down by one degree.”

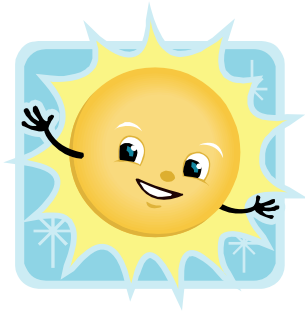


7. Track your costs. Report back to residents on each month’s savings. If the savings are significant, celebrate in some way. Appreciate their efforts!

8. Solicit feedback. What does work and what does not?



How can you save money \$\$ and help the environment by conserving energy?

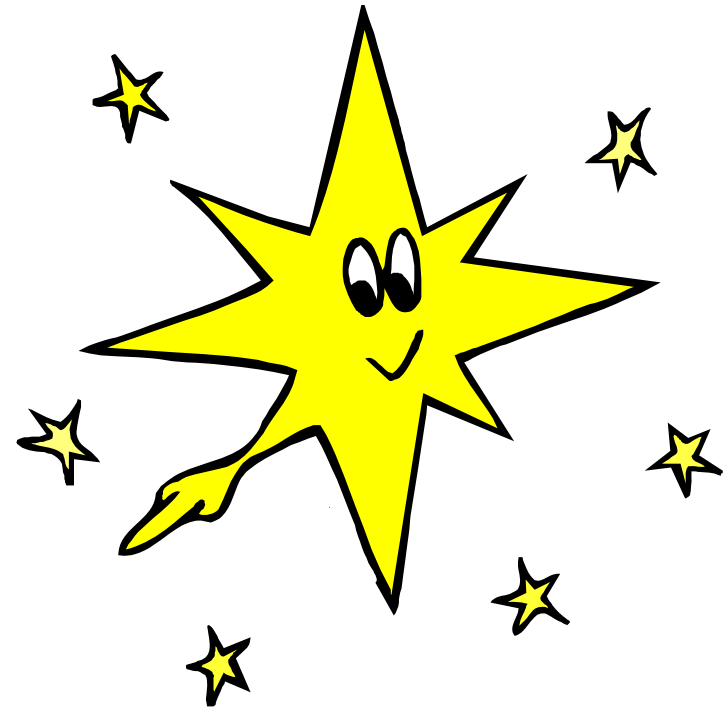


Be an energy **STAR!**  
Remember, **YOU** make a difference!  
Use these tips to save!!

Please call your Apartment Management Office with any questions you may have.

**Insert your company name and contact information here**

**BE AN ENERGY STAR**



**Tips for Saving \$\$\$ and Energy in YOUR Home!**

Here are some energy saving ideas for you and your family to use – they *can* help to lower your energy bill and save you money!



## Lights

**Switch to compact fluorescent bulbs (CFLs) in light fixtures you use the most.** The normal bulbs we're all used to are not very energy efficient. CFLs use about 25% of the energy and can last up to 10 times as long. Bright lights are rarely necessary in closets and hallways. Switch to low-wattage CFLs.

**Turn off unnecessary lighting.** Get in the habit of turning off the light when you leave a room.

**Use light from windows.** Natural light is more efficient than electric – not to mention free! Leave the curtains open to let in light.

**Check your lampshades.** Many shades are decorative but absorb light or reflect it in the wrong direction. Consider switching to a more efficient shade in a lighter color.

**Decorate in light colors.** Dark colors absorb light. Light colors reflect light. The lighter the colors, the less artificial lighting is required to illuminate the area.



## TVs & Computers

**TVs and computers are used by all members of the family.** Make sure that you are turning them off when you leave the room.

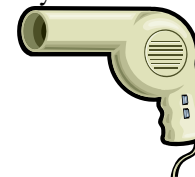
**Setting your computer on “Stand-by”** if you need to leave it on for a long period of time will save energy.

**Set time for TV.** Plan time with the family for the TV to be on – watch your favorite shows together.

**Home Office equipment.** Make sure that you are using energy saving equipment (Energy Star) – fax machines, copiers, and other office equipment come with energy saving switches to help you save.

**Make saving energy a family affair - have the kids help list other ways to save:**

- ❖ Use a regular phone instead of a portable that needs charging
- ❖ Take shorter baths and showers
- ❖ Use fewer hair dryers and curling irons, etc.





## Heat

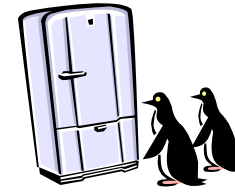
**Pay attention to the thermostat.** A few degrees can make a big difference in your heating bill. Set the thermostat between 65° and 68° F (18° to 20°C). If you have a second floor, make sure the upstairs thermostat is set 2 degrees lower than the first floor for even heating. Remember, heat rises.

**Keep heating vents unobstructed.** Keep furniture 6 inches away from baseboards. Check ducts which sometimes become blocked by furniture or other items.

**Keep drapes and blinds closed at night.** Drapes add an extra layer of insulation. Turn blind louvers down toward the ground outside to divert rising heat back into the room. Drapes/curtains should be shortened to keep from blocking vents and baseboards, as well.

**Use Sweaters, slippers, throws, and extra blankets.**

Encourage family members to dress warmly and save some energy. Use extra blankets at night when sleeping, and use a blanket or throw when you are watching TV or sitting for a long period. Be active – sitting still can increase how cold you feel.



## Appliances

**Maintain the right temperature in your refrigerator and freezer.** Refrigerators can use up to 20% of the total electricity in your home. The refrigerator should be set between 38°F (3°C) and 42°F (6°C). The freezer should be set between 0°F (-18°C) and 5° (-23°C).

**Keep them full.** A full refrigerator takes less energy than an empty one. Fill extra space with gallon jugs of water placed in the back of both the freezer and the refrigerator.

**The doors should close tightly and stay closed.**

Check the seals for cracks or worn areas. If there are any, replace them.

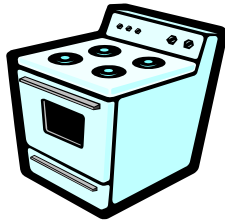
**Open the refrigerator door as little as possible.**

Every time the door opens, warm air rushes in.

**Let food cool.** Don't place hot or even warm food directly inside the refrigerator. Let it cool first.

**Always cover everything.** Humidity escapes from uncovered foods. The compressor must work harder to remove the excess humidity.

**Defrost food in the refrigerator.** Instead of defrosting food on the counter where it may spoil, place it in the refrigerator 24 hours before you cook it.



## Cooking

**Microwave.** A microwave oven uses 70 – 80% LESS energy than a conventional oven.

**Defrosting.** Take items for tomorrow's meals out the night before and defrost them by setting them in the refrigerator.

**Use the right pan for the job.** On the stove top use pots and pans that “fit” the size of the burner – a large pan on a small burner takes extra energy to heat and a small pan on an oversized burner wastes energy and can be a safety hazard.

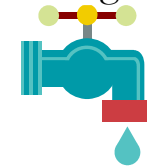
**Avoid “peeking” in the oven.** Try not to open the oven door to check on foods – use a timer. Opening the door can *lower* the oven temperature up to 25 degrees and will waste time and energy reheating.

**Meal Planning.** Try to plan your meals so that you are not heating many things at different temperatures. On nights when schedules conflict, plan meals that can be reheated in the microwave instead of using the stove top or oven.



## Water

**Hot water heaters use a lot of energy.** If you are using your hot water only 1 or 2 times a day you may be able to have a timer installed to water at times when you need it instead of heating it when you don't.



**Leaky faucets and showers.** If you have any leaking faucets make sure to contact your maintenance department right away and have the faucets repaired – a leaky faucet wastes water, energy, and MONEY! Install low flow faucets and shower heads. If your water heater's tank leaks, you need a new water heater.



**Washers and Dishwashers.** Make sure that these appliances run with FULL loads. When doing laundry, use the cold water cycle to save energy.