

Small Things We Can Do & General Behavioral Adaptation Strategies

“Small Action = Tangible Change = Success” – Gabrielle White, Public Health Inspector

The following acronym **L.E.S.S.** should help address a number of inquiries regarding small things we can do, as employees, to reduce energy use in our buildings. It is taken from the Municipal Energy Use Reduction Plan available for download from the webpage.

Behavioral Adaptation – Lights, Equipment, Supplies, Season (LESS)

Lights

- a) Turn off whenever leaving a room (any room)
- b) Check all spaces before leaving at night
- c) Adjust according to amount of natural light available

Equipment

- a) Power down equipment
- b) Turn off power strips and/or unplug devices at night
- c) Allow remote turn-on/turn-off for system upgrades at night (work with IT department on this)
- d) Device Reduction – assess devices versus staff needs (we may have too many)

Supplies

- a) Set printer default to duplex
- b) Send documents electronically whenever possible
- c) Reuse envelopes, scrap paper, etc.
- d) Recycle all paper, cardboard, cans, bottles, containers, plastics, toner/printer cartridges, batteries/cell phones, etc.

Season

- a) Limit use of heat/ac in “shoulder” seasons
- b) Close/open blinds and/or windows
- c) In summer months, set AC between 74-76 degrees
- d) In summer months, indoor humidity should be tolerated up to 60%
- e) In winter months, set thermostats between 65-68 degrees when the building is occupied. Set thermostats between 55-58 degrees when the building is not occupied.
- f) In all months, set thermostats at lower temperatures for evenings/weekends
- g) Dress appropriately (i.e., keep sweater in office)
- h) Do not use space heaters in the summer

The following acronym **R.A.C.E.**, which is also taken from the Municipal Energy Use Reduction Plan, addresses ways in which we can be more efficient with Town vehicles and vehicle use.

Behavioral Adaptation – Reduce, Alternatives, Carpool, Engine (RACE)

Reduce

- a) Vehicle Miles Traveled – map out your route to reduce VMT
- b) Make sure you know how to get where you are going before you get in the car!
- c) Coordinate and combine trips with coworkers whenever possible
- d) Ask yourself - Is the trip necessary and is driving the best way to get there?

Alternatives

- a) Walk to meetings, appointments, lunch, etc.
- b) Bike – a number of Town facilities have bike racks on-site or nearby (Town House, CPW/DPLM, CMLP, Public Safety Building, West Concord Fire Station, Beede, Hunt Recreation, all Schools including Ripley]
- c) Technology - take advantage of phone/video conferencing, emailing, Skype, device-to-device conferencing and other new technologies that allow for remote participation [The Town will need to establish policies regarding use of some of the above-mentioned technologies.]

Carpool

- a) Carpool to meetings, appointments, lunch – even to/from work if possible
- b) Coordinate and combine trips with coworkers whenever possible

Engine

- a) Turn off the engine upon stopping at a destination – idling wastes fuel and money, can cause respiratory illness and damage the engine, and is against the law.
- b) Do we need so many engines? Can Divisions/Departments share vehicles?