



A  Sempra Energy utility®

Your guide to energy savings and services for business

Making smart energy choices at work





When you're in business, energy matters. Whether you've got one facility or multiple sites, SDG&E® offers a variety of resources to help you make energy-smart choices for a better bottom line. This guide gives you an overview of programs, services and tips to get you started. You'll also find a wealth of information online at sdge.com/business.

Contents at a glance

EXPERT HELP

Business Contact Center: 1-800-336-7343	3
Energy Savings Center: 1-800-644-6133	3
Small and Mid-sized Business Team	3
• On-site energy analysis	3
• Rate options analysis	3
• Money-saving upgrades	3
Trade professionals for energy-saving projects	3
• Search Trade Professional Directory	3
• Join Trade Professional Alliance	3
Energy Innovation Center: 1-800-613-8970	4
• Schedule a tour geared to your interests	4
• Test equipment in Food Service Demonstration Kitchen	4
• Hold an event	4
• Borrow tools, books and DVDs	4
Workshops and training	4
Hear your peers	4
Energy service requests: 1-800-336-7343	4
• Start, stop or transfer service	4
• Gas service shut-off and restoration	4
Builder services	5
• Plan early for utility service	5
• Browse the menu	5
Call 811 before digging	5
Power quality checkup	5
Electric vehicle services	5
Emergency response: 1-800-411-7343	5

PERSONALIZED TOOLS

My Account	6
Business energy survey and action plan	6
Online energy management tool	7
Energy use alerts	7
Energy Waves	7
kWickview® online power monitoring	7
Smart thermostats	7
SDG&E app for your mobile device	7
Green Button apps	7
Industry-specific online resources	8
Outage updates	8
Email updates	8
Emergency preparedness and safety tips	8

FINANCIAL INCENTIVES

Energy Efficiency Business Rebates	9
Energy Efficiency Business Incentives	9
SDG&E's Business Energy Solutions Program	9
Premium Efficiency Cooling Program	10
Demand-response programs	10
Capacity Bidding	10
Retrocommissioning Program	10
New construction incentives	10
• Savings By Design	10
• California Advanced Homes Program	10
Going solar	11
• California Solar Initiative	11
• New Solar Homes Partnership	11
Financing options	11

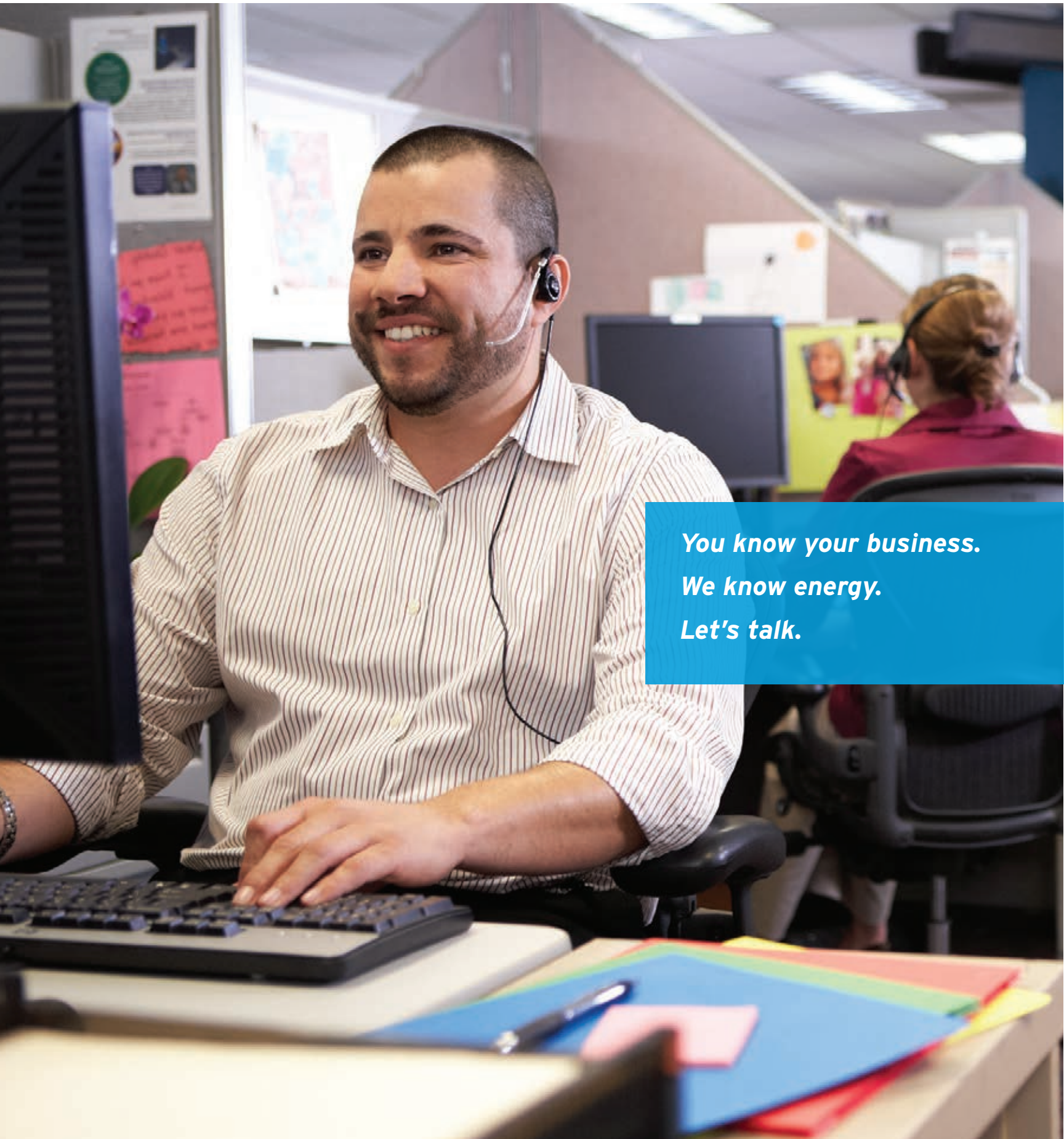
BILLING OPTIONS

Rate options	13
Whenergy plans	13
Critical Peak Pricing	13
Net Energy Metering for solar or wind power	13
Convenient payment options	13
• My Account	13
• Level your payments	13
• If you need extra time to pay	13

ENERGY-SAVING TIPS

Save money by saving energy	14
Savings with new equipment	15
Savings with your building	15
Savings with heating and cooling	16
Savings with lighting	17
Savings with office equipment	18
Savings with cooking	19
Savings with refrigeration	20
Savings with water heating	20

Expert help



*You know your business.
We know energy.
Let's talk.*

Business Contact Center

To make it easier for you to do business with us, our Business Contact Center at **1-800-336-7343** is staffed with energy service specialists who receive extensive training in business programs and services. For non-emergency services, call 7 a.m. to 8 p.m., Monday through Friday, and 7 a.m. to 6 p.m., Saturday.

Energy Savings Center

To speak with a specialist about energy-saving options that may be available for your business, including rebates and incentives, call our Energy Savings Center at **1-800-644-6133** or email businessenergysavings@semprautilities.com. Hours are 8 a.m. to 5 p.m., Monday through Friday.

Small and Mid-sized Business Team

The energy advisors on our Small and Mid-sized Business Team can connect you with customized energy solutions, such as:

- **An on-site energy analysis** at no cost, for insight into how your business uses energy and the best ways to save.
- **A rate options analysis.**
- **Money-saving energy upgrades.**

You can reach the team from 8 a.m. to 5 p.m., Monday through Friday, through the Business Contact Center at **1-800-336-7343**.

Trade professionals for energy-saving projects

You can quickly find qualified local contractors to identify and optimize energy-saving projects for your facility by clicking your preferences in our **Trade Professional Directory** at sdge.com/find-contractor. Trade professionals include electricians, heating, ventilating and air-conditioning (HVAC) specialists, engineers, general contractors, manufacturers and equipment dealers. Those listed have met our eligibility criteria. They understand our business rebate, incentive and financing programs, which may help increase your savings and shorten your payback period.

If you'd like to be listed in the directory, visit sdge.com/tradepro for information about participating in our **Trade Professional Alliance**.



Energy Innovation Center

Our Energy Innovation Center showcases some of the latest energy and environmental technologies worth considering for your own facility or line of work. This community resource is the 10th building in the world to achieve double LEED Platinum® certification, the highest rating in the LEED® (Leadership in Energy and Environmental Design) certification system of the U.S. Green Building Council®.

- **Schedule a tour** geared to your particular interests by calling the center at **1-800-613-8970**. Popular stops on the tour include the Smart Home, the lobby, solar technologies and the fast-charge system for electric vehicles. Tours are available by appointment only.
- **The Food Service Demonstration Kitchen** features four cooking lines and about 50 pieces of commercial-grade, energy-efficient equipment for food-service professionals to test and compare. Call **1-800-613-8970** to schedule a visit and ask about rebates before investing in new equipment.
- **Hold an event** or seminar for your business at the Energy Innovation Center.
- **Borrow tools or books and DVDs** for energy-efficiency projects from the Resource and Tool Lending Library.

The Energy Innovation Center is open Monday through Friday from 8 a.m. to 5 p.m. and is located at 4760 Clairemont Mesa Blvd., San Diego, CA 92117. For more information about the center and how you can use it, visit sdge.com/eic.

Workshops and training

Our workshops and seminars can help you expand your knowledge of business energy solutions, improve operations, and increase your profit potential. Check sdge.com/training for current seminars and online registration.

Hear your peers

Local business owners and people who manage energy use for large organizations share their experiences with SDG&E energy solutions in videos on our YouTube channel at sdge.com/youtube. You'll find small business success stories, playlists for our annual Energy Showcase featuring the region's Energy Champions, and business owners explaining how natural gas helps their businesses stay competitive.

Energy service requests

Start, stop or transfer your service by calling our Business Contact Center, **1-800-336-7343**, at least five workdays before you need gas and electric service.

Gas service shut-off and restoration appointments should be made by calling **1-800-336-7343** at least two workdays before fumigating your property or installing an earthquake shut-off valve. This can help you avoid making an expensive, dangerous and possibly fatal mistake since working on utility-owned equipment, even inadvertently, can lead to a fire or explosion. Only SDG&E or our certified contractors are authorized to work on our equipment.



Solar "trees" that move with the sun call it a night at the Energy Innovation Center. Learn more about the center and how you can use it at sdge.com/eic.

Builder services

Whether you're building commercial-industrial facilities, new homes or mixed-use developments, you can help keep your project on schedule by contacting SDG&E early in the planning stages.

- **Plan early for utility service** by completing our online "Service and Meter Request Form" at sdge.com/service-and-meter-request-form. We'll process your online request within 48 hours of receipt, Monday through Friday, excluding holidays, and email a confirmation to you. Knowing up front how existing and future utility facilities will fit into your site plans, grading plans, street improvement plans, drainage plans and environmental documents can help you avoid delays in your new construction and renovation projects.
- **Browse the menu** posted at sdge.com/builder-services for "Working with SDG&E" on (1) obtaining approvals that government agencies may require for new developments, (2) land use with SDG&E utility corridors, and (3) resources such as forms for requesting gas and electric service.

Call 811 before digging

Your construction and landscaping projects will go more smoothly if you and your contractors know where underground utilities such as natural gas pipelines are buried before you break ground. Call Underground Service Alert at **811** or submit a location request at digalert.org at least two workdays (Monday through Friday) before excavation, demolition or other forms of digging on your property. SDG&E and other local utilities will mark where utility-owned underground lines, pipes and cables are buried. This free locator service can help you avoid potential hazards, costs and service disruptions.

Power quality checkup

Sensitive electronics, adjustable speed drives and other equipment may not work properly due to voltage surges, interruptions and distortion. If you suspect a problem with the electric service, we can perform a power quality audit, which includes a site visit, one to two weeks of monitoring, and a report with recommended steps that may reduce down-time.

Visit sdge.com/powerquality.

Electric vehicle services

Driving an all-electric or plug-in hybrid vehicle on electricity may reduce a car's fuel and maintenance costs, as well as the amount of greenhouse gas emissions your business produces. Our Clean Transportation group can help you determine whether EVs make sense for your situation. Visit sdge.com/ev for details. Services include:

- Identifying EVs and incentives for fleet operators.
- Helping employers and property owners with the best practices of EV charging station installations.
- Providing car dealers with information about our discounted residential EV rates to help new car shoppers make informed choices.

Emergency response

We're here for you 24 hours a day, seven days a week, to respond in case of emergency. You can reach us at **1-800-411-7343** anytime about gas leaks, outages, downed power lines or other energy service emergencies.



Personalized tools



The more you know about how your business uses energy, the better you'll be able to target opportunities for saving energy and money.

My Account

For small businesses, My Account is more than a way to pay your SDG&E bill. It's a virtual one-stop shop for energy information and services linked to your SDG&E business account. Log in to sdge.com/myaccount to:

- Explore pricing plan options for small businesses.
- Link, view and pay multiple bills at the same time.
- Set up automatic payments.
- See up to 25 months of account activity and energy use information.
- Use the online tools to analyze and manage energy use.

Business energy survey and action plan

Chart a course to energy savings with the help of our business energy survey in My Account. You can use this online tool to:

- See how your small business uses energy.
- Get savings recommendations.
- Build or update your action plan with energy-saving steps that interest you.
- Set or adjust your dollar savings goal.
- Track your progress.
- Produce a personalized business energy report to share with your contractors for energy-efficiency upgrades.

To get started, watch the business online energy survey video at sdge.com/myaccountvideo, then update your facility profile and answer a few questions about your business at sdge.com/myaccount.

Online energy management tool

Small businesses can track the ups and downs of energy bills with the online energy management tool in My Account. Visit sdge.com/myenergytool to learn more or log in at sdge.com/myaccount and click the "My Energy" tab to see your business's energy information at a glance, get your current bill and forecasted bill for the month, review your hourly, weekly or monthly energy use, and analyze bill changes.

Energy use alerts

Stay on top of your energy use and costs with email or text alerts. You choose the dollar amounts and energy use levels that trigger the alerts. You can also subscribe to a weekly energy use summary with energy-saving tips. Visit sdge.com/energy-use-alerts to learn more or subscribe in My Account at sdge.com/myaccount under the "Alerts and Subscriptions" tab.

Energy Waves

Select and view online snapshots of your business energy use for up to 17 months with Energy Waves. You can download data for electricity and natural gas use in various formats and graph time-of-use and billing information, including multi-account reports. Look for Energy Waves under "Tools for Energy Management" in the menu at sdge.com/business.

kWickview[®] online power monitoring

Use kWickview to monitor and manage electricity use data online across multiple sites. You can also use it if you're participating in a demand-response program. With kWickview, you can run detailed reports, compare different energy use scenarios, and make informed decisions that can lead to savings. Learn more at sdge.com/kwickview.

Smart thermostats

Programmable communicating thermostats valued at \$300 each, including installation, are available at no cost to qualifying businesses. With these smart thermostats, you can use your mobile device as a remote control to program and monitor temperature settings at multiple sites, modify occupancy schedules, and troubleshoot HVAC performance issues, which can help reduce the number of on-site service calls. To see if your business qualifies, visit sdge.com/thermostats.

SDG&E app for your mobile device

Download our free app for your iPhone, iPad, iPod or Android at sdge.com/mobileapps. Features include My Account Mobile for viewing and paying your bill, energy charts showing your daily and weekly energy use at a glance, up-to-date outage information, and bill payment locations.

Green Button apps

With Green Button Connect My Data apps, you can securely share your electric use data with your choice of authorized third-party vendors. These vendors offer a variety of ways to analyze your data so you can take control of your energy use and discover new ways to save. Visit sdge.com/greenbutton and click a few boxes to get instant search results. You can choose Green Button Connect My Data apps delivered to your mobile device or desktop computer, with a focus on energy management, solar energy or an electric vehicle rate comparison for your home.



Industry-specific online resources

For industry-specific energy opportunities and information in seven key segments – agribusiness, retail, property management, restaurant, grocery, manufacturing and hospitality – visit sdge.com/industryselect. For each segment, you'll find relevant energy use facts, financial incentives, online resources, tips and testimonials.

Outage updates

For a current list of planned and unplanned electric outages, and status updates, link to our interactive outage map by visiting sdge.com/outage-map or using our app for your mobile device at sdge.com/mobileapps. You can also sign up for electric service outage notifications in My Account at sdge.com/myaccount under the "Alerts and Subscriptions" tab. Visit sdge.com/outagestatus to check the status of rotating outages called for by the state in case of regional power emergencies.

Email updates

Request emails with information on business programs and services at our Email Preference Center, sdge.com/email-preference-center, or click the "Alerts and Subscriptions" tab in My Account at sdge.com/myaccount to sign up for current offers.

Emergency preparedness and safety tips

Watch our four-minute video on "Emergency Preparedness for Businesses" at sdge.com/business/emergency for steps to take before a fire, earthquake or other disaster strikes. For safety tips related to outages, natural gas, electricity, emergency preparedness, fires and trees, visit sdge.com/safety.





Whether you're replacing one piece of equipment or building a new facility, your energy upgrades may qualify for rebates, incentives, interest-free loans or other money-saving offers.

Energy Efficiency Business Rebates

Before buying new equipment, browse the rebate-eligible products at sdge.com/business-rebates or call our Energy Savings Center at **1-800-644-6133**. The combination of our Energy Efficiency Business Rebates and monthly energy savings can help shorten payback periods and reduce operating costs for your facility. You'll find HVAC, lighting, food service, refrigeration, agricultural and other types of qualifying equipment.

Energy Efficiency Business Incentives

Cash incentives of up to 50% of the cost of energy-efficiency projects help save money on upgrades that can lower your operating costs. Visit sdge.com/businessincentives to learn about our Energy Efficiency Business Incentives for high-efficiency retrofits, new equipment installations and customized projects outside the scope of the rebate program.

SDG&E's Business Energy Solutions Program

New energy-efficient equipment at no cost or a discount is available to eligible nonresidential customers through SDG&E's Business Energy Solutions Program. Simply take a moment to complete the interest form at sdge.com/bes. Our authorized contractor will schedule an appointment to evaluate your facility, conduct an energy checkup at no cost, and provide a full report on potential energy-saving opportunities.

About 230 energy-efficient products are eligible, including HVAC, refrigeration, lighting and water-heating equipment. Some products, such as smart thermostats and LED lightbulbs, are offered to eligible customers at no cost, while others require customer co-pays ranging from 20% to 99%. Co-payments may be covered by On-Bill Financing or other financing options for eligible customers; see sdge.com/save-money/financing.

Premium Efficiency Cooling Program

Get incentives to replace old air-conditioning units with new HVAC equipment that reduces maintenance and operating costs. Our Premium Efficiency Cooling Program also offers low-cost and no-cost HVAC diagnostics and tuneups. Visit [sdge.com/PECP](https://www.sdge.com/PECP) for details.

Demand-response programs

Demand-response programs offer financial incentives and technical assistance for reducing electricity use during peak times. Visit [sdge.com/business/demand-response-overview](https://www.sdge.com/business/demand-response-overview) for information about these programs and tips for reducing energy use at your facility when a demand-response event is called. Tips are tailored to 11 business segments: agriculture; office/property management; retail; grocery stores and supermarkets; restaurants; refrigerated and non-refrigerated warehousing; manufacturing/processing (including food processing); government/utilities/water and waste water; hospitals; hotels/motels; and schools.

Capacity Bidding

Earn monthly payments by pledging or “bidding” your monthly power reduction levels in the Capacity Bidding demand-response program. Business customers may participate individually or as a group through a third-party demand-response provider to achieve the minimum required electric load reduction of 20 kilowatts of monthly average peak demand. For more information, visit [sdge.com/business/demand-response/capacitybidding](https://www.sdge.com/business/demand-response/capacitybidding).

Retrocommissioning Program

Buildings with at least 50,000 square feet of conditioned space served by one mechanical system may qualify for San Diego Retrocommissioning (RCx) Program incentives. The program offers a custom engineering study at no cost to investigate the mechanical, lighting and control systems of an existing building and identify operational improvements to improve performance. It also offers incentives for eligible energy-saving improvements with simple paybacks averaging less than two years. Learn more at [sdge.com/rcx-retrocommissioning-program](https://www.sdge.com/rcx-retrocommissioning-program).

New construction incentives

We offer incentives and technical assistance to help builders and design teams maximize energy performance in new construction projects. Visit [sdge.com/builder-services](https://www.sdge.com/builder-services) or link directly to the following statewide programs.

- **Savings By Design** offers up to \$150,000 in building owner incentives, 10% bonus incentive opportunities, and design assistance services for nonresidential new construction projects that exceed the Title 24 baseline standards for energy efficiency. Visit [savingsbydesign.com](https://www.savingsbydesign.com).
- **California Advanced Homes Program** incentives and bonuses reduce the cost of upgrades that can provide builders with attractive selling points for potential homebuyers – improved efficiency, lower energy bills and increased comfort. Call **1-866-631-1744**, email NewHomes@sdge.com or visit [californiaadvancedhomes.com](https://www.californiaadvancedhomes.com).





Going solar

Save money when you harness the power of the sun with the help of the following statewide programs.

- **California Solar Initiative** rebates are available for installing photovoltaic and solar hot-water systems in homes and businesses. Visit [sdge.com/california-solar-initiative](https://www.sdge.com/california-solar-initiative) to learn more and link to solar calculators that can help you estimate costs, paybacks and electricity production for solar energy systems.
- **New Solar Homes Partnership** incentives help offset the cost of installing eligible solar energy systems in residential new construction projects. Visit [gosolarcalifornia.org](https://www.gosolarcalifornia.org) and look under the "About" tab for "New Solar Homes Partnership (NSHP)."

To learn more about using solar technologies to produce electricity, visit [sdge.com/solar](https://www.sdge.com/solar).

Financing options

Interest-free loans are available through **On-Bill Financing** to help fund qualifying energy-efficiency improvements over time. Monthly loan installments that appear on your SDG&E bill are calculated to be offset by the estimated energy cost savings.

In addition, California has an online portal where you can search for eligible energy-efficiency measures that may qualify for favorable new financing options available through third-party lenders, such as on-bill repayment loans and off-bill equipment leasing. To learn about these financing options and link to the statewide hub, visit [sdge.com/save-money/financing](https://www.sdge.com/save-money/financing).

Billing options

A woman with dark curly hair, wearing a brown blazer over a pink checkered shirt, is looking towards a man in a dark suit and tie. The man is smiling and looking down at something in his hands. They appear to be in a professional meeting or office setting. A blue text box is overlaid on the right side of the image.

*Find out about new rates and payment plans
that fit the way your business works.*

Rate options

Get an overview of electric rates for businesses at sdge.com/businessrates, including videos to help you understand the different rate options. If you'd like to compare different electric rates, our Business Contact Center at **1-800-336-7343** can put you in touch with our Small and Mid-Sized Business Team for a rate options analysis.

Whenergy plans

California utilities are changing the way electricity is priced and introducing new electric rates for businesses based on the time of use. SDG&E calls these rates Whenergy® plans. From September 2015 to April 2016, if you have a small or mid-sized business, you'll have to choose a Whenergy plan for your business. You'll start receiving information about transitioning to a Whenergy plan by April 2016.

Whenergy plans can save you money if your business can shift electricity use away from peak hours. You have the option of enrolling in a Whenergy plan before the mandated change takes place. Visit sdge.com/Whenergy to compare Whenergy pricing plans and to learn more about how it works. You can also log in to My Account at sdge.com/planenroll to get a personalized comparison of the plans and more detailed information on your site-specific energy use.

Critical Peak Pricing

Critical Peak Pricing may be a money-saving option for your business if your maximum electricity demand is at least 20 kilowatts and you can either reduce electric use during high-cost pricing periods or shift power use to lower-cost pricing periods. If you enroll, we'll contact you to request a reduction in your electricity use, typically when systemwide use is high or grid reliability is jeopardized. For more information, visit sdge.com/business/demand-response/cpp.

Net Energy Metering for solar or wind power

If you have a solar or wind system that produces more electricity than you use, you can earn bill credits for the excess power you put back into our electric grid. You can then use that credit to cover the power you get from us when you need more electricity than your system generates. For information about Net Energy Metering and connecting with the electric grid, visit sdge.com/nem.

Convenient payment options

For your convenience, there are several ways you can pay your SDG&E bill. Visit sdge.com/business and click "Payment Options." Your choices include paying online, paying by phone, setting up an electronic funds transfer from your bank, using a credit card, debit card or ATM card, and paying by mail or in person.

- **My Account** saves you time, paper and postage when you pay online at sdge.com/myaccount. With My Account, you can also link, view and pay multiple bills at the same time, set up automatic payments and see up to 25 months of account activity and energy use information.
- **Level your payments** by signing up for our Level Pay Plan at sdge.com/lpp. It's an easy way to even out the monthly highs and lows, and make your energy bills more predictable.
- **If you need extra time to pay your bill**, you can make payment arrangements online through My Account at sdge.com/myaccount or by calling the Business Contact Center at **1-800-336-7343** before the past-due notice expires.



Energy-saving tips



Save money by saving energy. Start with these no-cost and low-cost tips for trimming energy use at your facility. In addition, if your operation is in one of seven segments – agribusiness, retail, property management, restaurant, grocery, manufacturing or hospitality – look for industry-specific tips at [sdge.com/industryselect](https://www.sdge.com/industryselect).

Savings with new equipment

Before you invest in new equipment for your business, take time to do the math.

- Find out if any rebates or incentives are available for choosing energy-efficient products. Start by visiting [sdge.com/business-rebates](https://www.sdge.com/business-rebates) or contacting our Energy Savings Center at **1-800-644-6133**.
- Compare life-cycle costs – one-time and recurring costs to own, operate, maintain and eventually dispose of the equipment – to determine the most cost-effective choice.
- Consider energy cost differences before choosing between products that can run on natural gas or electricity. It may, for example, cost less to buy an electric water heater or screen printing conveyor dryer, but the gas models may more than make up for the difference in lower monthly energy costs.



Savings with your building

Your building is both barrier and filter. It functions as a barrier between the carefully controlled indoor environment and the fluctuating outdoor environment. It also serves as a filter by allowing light, air, heat and humidity to enter and leave in controlled amounts.

Savings at no cost

- Control direct sunlight. Use window coverings such as drapes, shades and blinds to block or allow heat gain.
- Make sure doors and windows fit properly and stay closed when you want them closed. Before completely re-fitting or re-hanging a door, try adjusting the door closer and striker plate, or tightening up the door frame with screws or nails.
- Keep exterior doors of loading docks shut when not in use. Likewise with doors that separate the inside of the building from the loading area.
- Consider rescheduling activities such as housekeeping or after-hours meetings to avoid having to light, cool or heat the entire facility for small groups for extended hours.

Savings at low cost

- Caulk gaps around windows, vents, wires, pipes and other leaks in the building envelope.
- Install weatherstripping to create a tight seal between the moving parts of doors and windows.
- Shade windows with landscaping, trees, awnings, movable shutters, solar films or screens.
- Replace broken door closers and make sure they fit properly.



Savings with heating and cooling

Air conditioning can represent 11% to 32% of your total electric consumption. Even small changes to your heating, ventilating and air-conditioning (HVAC) system can produce savings.

Savings at no cost

- Set back the thermostat at times when the building isn't occupied. Turn off your HVAC system when it's not needed.
- Set the thermostat at 78 degrees or higher for summer cooling and 68 degrees or lower for winter heating, comfort and health allowing.
- If you don't have a programmable thermostat, assign responsibility for thermostat control to one employee.
- Keep exterior doors closed while running your HVAC system to avoid wasting conditioned air.
- Keep the areas in front of air registers clear. Blocked air registers hamper your HVAC system's efficiency.
- Limit exhaust fan use to reduce the loss of conditioned air and the amount of makeup air your HVAC system needs to heat or cool. Shut off exhaust fans when rooms aren't occupied, unless health codes require ventilation.
- When using a ceiling fan, go with the flow – counterclockwise in the summer to push air down so occupants feel cooler from the wind-chill effect, and clockwise in the winter for a gentle updraft that pushes warm air near the ceiling down toward occupants. At the same time, adjust your HVAC thermostat to a slightly higher temperature when running your air conditioner and slightly lower when running your furnace.

Savings at low cost

- Set up and follow a routine maintenance schedule so your HVAC equipment runs efficiently and lasts longer. See the owner's manual for recommended steps you can take versus checkups, testing, cleaning and adjustments that need to be done by a qualified technician.
- Clean or replace air filters every month during peak cooling or heating season. Dirty filters make your HVAC equipment work less efficiently.
- Check condenser coils and evaporator coils on HVAC units, heat pumps or chillers quarterly and clean them at least once a year. Dirty coils inhibit heat transfer and waste energy.
- Install programmable thermostats. Set to start heating or cooling about 30 minutes before employees arrive, and shut off an hour before they leave.
- Make sure economizers are functioning properly to bring in fresh outdoor air and give your mechanical system a break when the weather cooperates.
- Fix leaky air-conditioning ducts.
- Caulk to seal gaps around vents, wires and pipes.





Savings with lighting

Lighting can represent 19% to 47% of your total electric consumption. In addition to saving energy on lighting, making changes to your facility's lighting system can lower cooling and maintenance costs.

Savings at no cost

- Get in the habit of turning on only the light fixtures that are needed and turning off lights when not needed. Remember to turn off outdoor lighting that's not needed during daylight hours, such as signage or decorative lights.
- Take advantage of natural daylight wherever possible – sunlight is free.
- De-lamp (remove lamps from) overlit areas. For guidance on appropriate lighting levels, check the lighting standards of the Illuminating Engineering Society.
- Check occupancy/motion sensors for proper operation.
- Check security and parking area lights for proper timing. (Be sure to comply with code requirements for safety and security lighting, especially exit signs and stairway lighting.)

Savings at low cost

- Replace incandescent lamps with energy-efficient products such as compact fluorescent lamps (CFLs) and light-emitting diode (LED) lamps.
- Install occupancy/motion sensors, photocells and timers. Be sure sensors are properly placed to prevent false readings. A photocell placed in a deeply recessed area, for example, may not detect daylight so lights stay on longer than needed.
- Use task lighting for close-up work, which can save energy provided you can turn off some or all of the ambient lighting for the whole space at the same time.
- Replace metal halide high-bay lighting with T5/T8 fluorescent or LED lighting.
- Replace T12 fluorescent lamps and ballasts with T5/T8 fluorescent lamps and electronic ballasts, or with LED fixtures. (Remember to follow California regulations regarding ballast disposal.)

Savings with office equipment

Computers, printers, copiers and other office machines need energy to perform, but they also give off heat, which adds to the air-conditioning load.

Savings at no cost

- Share office equipment where practical.
- Enable the power management function on computers, so monitors go to sleep when not in use.
- Adjust controls. Find proper settings for temperature, speed or other functions that use less energy.
- Turn off equipment at the end of the day and when not in use.

Savings at low cost

- Surge suppressors with motion sensors can power down computer workstations automatically when staff are away.
- Choose multi-function, networked devices for workgroups instead of individual printers, copiers, fax machines and scanners.
- Trade in photocopiers for smaller, more energy-efficient models. If you leave copiers on and can choose between a small or large one, then use the smaller one.
- If you're on a time-of-use rate, manage electricity use to avoid on-peak periods.





Savings with cooking

Even with the most energy-efficient equipment, cooking uses large amounts of energy.

Savings at no cost

- Encourage your staff to turn kitchen equipment off when not in use. Eliminating just four hours per day of idle time for a backup fryer when it's not needed could save up to \$150 per year in energy costs. Turning off an idle broiler for just one hour per day could save up to \$400 per year in energy costs.
- Filter sediment from fryer cooking vats on a regular basis.
- Clean convection oven fan blades according to manufacturer recommendations.
- Keep microwave and other oven doors free of food particles so doors seal properly when closed.
- Keep the glass doors of convection ovens clean to easily monitor food.
- Follow an appliance start-up and shut-down schedule.
- Turn off plug loads when possible.
- Keep heat low to medium when possible.
- Use the fryer, not the range top.
- Cook in large batches when possible.
- Use an infrared broiler whenever possible.
- Establish monthly equipment maintenance schedules.

Savings at low cost

- Perform regular maintenance checks and adjust or repair equipment as needed.
- Calibrate oven thermostats every few months and consider thermostatic controls.
- Check microwave ovens regularly for radiation leaks and proper operation of magnetron and timer-following components.
- Align oven and steamer doors and replace missing gaskets.

Visit our commercial Food Service Demonstration Kitchen for ideas on saving energy and money in your food-service facility. Industry professionals can test and compare energy-efficient cooking equipment and attend no-cost seminars. To learn more, visit sdge.com/demokitchen or call 1-800-613-8970.



Savings with refrigeration

A refrigeration system does a lot more than keep its contents cold. Your equipment could be costing you more to run than any other equipment in your facility.

Savings at no cost

- Don't overfill or underfill refrigerated cases – follow load limit guidelines.
- Defrost regularly and use a short defrost cycle.
- If you are on a time-of-use rate, defrost only during off-peak hours. (If you use night covers on refrigerated cases, **never** defrost when the covers are in place – you may thaw products.)
- Keep thermostats at the right temperature setting.
- Clean and maintain equipment.

Savings at low cost

- Inspect and replace gaskets on all refrigerated case doors on a quarterly basis.
- Add strip curtains to walk-in refrigerators.
- Put aluminum display-case shields on open refrigerated cases before closing shop for the night. These night covers can reduce the daily refrigeration load by 8% when applied overnight and keep products colder for several hours after the shields are removed.
- Install occupancy sensors in walk-in refrigerators and freezers. Replacing light switches with low-temperature occupancy sensors can reduce lighting energy consumption by about half.
- Install humidity-sensing controls to make sure the anti-condensate (anti-sweat) heaters built into refrigerated display cases run only when needed.

Savings with water heating

Water heating averages up to 7% of the energy used in commercial buildings. Simple changes can help reduce water use and the amount of energy needed to heat it.

Savings at no cost

- Set water temperature at 110 degrees to 120 degrees to help prevent scalds and save energy, except where local codes specify other temperatures.

Savings at low cost

- Repair leaking pipes, fixtures and seals.
- Install faucet aerators in restrooms and low-flow showerheads for on-site shower facilities.
- Use front-loading washing machines with high-speed spin cycles to save water and energy used for drying.
- Choose low-water-use dishwashing equipment.



These programs are funded by California utility customers and administered by San Diego Gas & Electric Company (SDG&E®) under the auspices of the California Public Utilities Commission. Programs may be modified or terminated without prior notice and program funds, including any funds utilized for rebates and incentives, are allocated to qualified customers on a first-come, first-served basis until program funds are no longer available. Eligibility requirements apply.

Customers who choose to participate in these programs or events are not obligated to purchase any goods or services offered by contractors, vendors or presenters or any other third party. SDG&E does not endorse, qualify, or guarantee the work of any contractor, vendor or other third party and is not responsible for any goods or services selected or purchased by customers.

Actual savings may vary and will depend on various factors, including geographic location, weather conditions, equipment installed, usage rates and similar factors. Completing multiple energy-saving measures will not necessarily result in cumulative savings.

For our workshops and seminars, space is limited and offered on a space-available basis. SDG&E reserves the right to cancel any workshop or seminar.

The Trade Professional Directory is provided for informational purposes only. SDG&E does not recommend, endorse, qualify, guarantee or make any representations or warranties regarding the services, work, quality, financial stability or performance of any vendor listed in its Trade Professional Directory, or the products and services they offer. Vendors are listed in the directory because they elected to provide their name and contact information and not because they hold any particular license or certification.

Connect with us at **sdge.com**
and on social media:



[Twitter.com/sdge](https://twitter.com/sdge)

[Facebook.com/SanDiegoGasandElectric](https://facebook.com/SanDiegoGasandElectric)

[Pinterest.com/sdge](https://pinterest.com/sdge)

[Instagram.com/sdge](https://instagram.com/sdge)

[YouTube.com/SDGEWebmaster](https://youtube.com/SDGEWebmaster)

[LinkedIn.com/company/san-diego-gas-&-electric](https://linkedin.com/company/san-diego-gas-&-electric)



P.O. Box 129831 | San Diego, CA 92112-9831 | 1-800-411-7343