



# Saving Energy on Heating and Cooling

## Furnace and Air Conditioning Guidelines — Easy Things You Can Do To Save Energy and Money.

*Heating and cooling your home are two of the most significant energy investments you can make. By following these simple guidelines, you can increase energy efficiency and better manage your energy costs.*

### Ways to manage your heating costs

#### Tune up for efficiency

- ▶ Maintaining an efficient heating system is an important step to conserving energy. Have your heating system serviced annually, and never try to repair it yourself.
- ▶ If your heating system has a filter, clean or replace it every month—during the heating season.
- ▶ Your furnace or boiler needs air to work properly (and efficiently). Don't close it off with walls, debris or other obstructions.

#### Turn down for savings

- ▶ For every 1° F you set your thermostat back, you can save one to three percent on your annual heating costs.
- ▶ Turn down the thermostat every time you leave the house for two or more hours, and every night before you go to bed. It takes

less energy to warm up a cool house than to maintain a warm temperature all day and night.



- ▶ Installing a programmable thermostat is an inexpensive, easy way to maintain comfort and cut heating costs. You can program it to turn the heating system up and down at preset times.

#### Insulate

- ▶ Insulate your attic, walls, ceilings and floors to prevent heat escaping to the outdoors. Insulation improves your comfort as well as the efficiency of your home—and that means more savings for you.
- ▶ Apply the same principle to your personal comfort. Wear several layers of clothing to keep yourself

warmer while keeping the thermostat down.

- ▶ Take advantage of the sun: open drapes during the day to capture warmth and close them at night to prevent heat loss through windows.

#### Seal air leaks

- ▶ Cold air let in by air leaks can increase your energy use, so seal all holes and cracks where cold air can get in.
- ▶ It's especially important to caulk windows and weatherstrip around door frames.
- ▶ Other air-sealing tips include shutting off heat to unused rooms and closing the fireplace damper.
- ▶ Remove window air conditioning units during the cold months to reduce drafts. If this isn't possible, cover the inside and outside of the unit with plastic.
- ▶ You can also move furniture to warmer spots in the room to avoid cold drafts and stay more comfortable.

#### Use portable space heaters with caution

Portable space heaters can actually increase your energy costs and pose a safety hazard as well. To use space heaters safely:

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- ▶ Keep a three-foot clearance between furniture and heating elements.
- ▶ Check electric space heaters for frayed cords.



- ▶ Unplug portable space heaters when not in use.

#### Additional safety tips

- ▶ Use oil, gas, kerosene or wood-burning stoves only when they are vented to the outdoors.
- ▶ Use gas ovens for cooking only. Ovens should never be used for heating because they are not vented.

#### Stay cool and save energy at the same time

Cooling your home with central air can use almost as much energy as heating your home. So follow these tips to use energy more efficiently and better control your cooling costs.

#### Limit central air use

Use central air only when necessary. When the weather is cooler, use other options to cool off, such as opening windows or using a fan. When you do turn on the central air, set the thermostat as high as is comfortable. The minimum recommended temperature for energy efficiency is 78° F. (A room cooled to 75° F costs 18 percent more than a room cooled to 78° F.)

If your air conditioner has a timer, set it to turn on the unit no more than 30 minutes before you expect

to return home. That's plenty of time to make rooms cool and comfortable.

#### Keep window air conditioner units at peak efficiency

- ▶ Change or wash the air filter once a month during the cooling season.
- ▶ Have your window units tuned up once a year.
- ▶ Fill cracks and gaps around the air conditioner with foam weather-stripping.

#### Use a fan

- ▶ Fans are the least expensive cooling equipment you can use.
- ▶ When the humidity isn't too high, use window fans to blow cool air into your home.
- ▶ A ceiling fan can provide constant breezes for increased comfort.
- ▶ Use a fan in conjunction with air conditioners to avoid having to set the air conditioning too low.

#### Additional tips

- ▶ Keep all windows closed when the air conditioner is on.
- ▶ When using air conditioning, shade any windows that get direct sunlight to reduce radiant heat in the room.
- ▶ Cool things down by reducing the amount of heat generated in your house. Turn off lights when they're not needed, and avoid cooking, bathing or washing clothes during the hottest hours of the day.



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