

Dear Resident:

Energy conservation results in lower utility bills, which benefit both you and the owner regardless of who pays the utilities. Energy conservation is also consistent with the nation's goals.

Following are some simple steps which you can take to conserve energy.

WATER:

1. When operating a garbage disposal, use cold water to solidify the grease. This reduces hot water usage, saves on kilowatts or gas cu.ft. and eliminates maintenance problems.
2. Notify the Rental Office immediately when you note a leaky faucet. A leaky faucet dripping one drop per second can waste as much as 650 gallons of water in one year.
3. Use the shower rather than the tub since an average shower bath uses only 5 gallons of hot water while a tub uses almost 10 gallons.

HEATING AND AIR CONDITIONING:

1. Decide on a desired temperature and leave thermostat there rather than constantly adjusting.
2. Be sure obstacles do not block the return air grille which is normally located in the wall adjacent to the furnace room.
3. Maintain thermostat controls for cooling at not less than 75° during the cooling season and heat controls at not more than 68° during the heating season (but not less than 50°). To prevent freeze-ups in winter, thermostats are NEVER to be turned off.
4. If the unit has a fireplace, close the damper tightly when you are not using it so the chimney doesn't draw heat and cooled air from the unit.
5. Adjusting drapes, blinds or shades can act as insulation. For example, during the winter, keep them open to let the sunlight warm the air and cut the heating system's load. On summer days, close drapes on the sunny side to cut incoming heat.
6. Keep the doors to the outside shut when either the air-conditioning or heating is on.
7. Appliances give off heat which the cooling system has to counteract, so during the hottest time of the day, minimize their use.
8. After bathing, keep door closed and turn on the bathroom exhaust fan or open the bathroom window to remove the moisture to prevent it from circulating throughout the unit.

KITCHEN:

1. Defrost your refrigerator when frost in the freezer compartment is about 1/4 inch thick.
2. When cooking on the range, a vent fan will exhaust heated air directly to the outside and relieve the burden on the cooling system.
3. The range will cook more efficiently if you match the diameter of the pots and pans to those of the heating elements to prevent heat escaping into the air.
4. A refrigerator operates more economically when filled to capacity but not overloaded.
5. Do not set your refrigerator or freezer to run colder than necessary.
6. Oven heat will not circulate efficiently so do not use the oven to quickly heat your kitchen.
7. Glass or glass ceramic baking dishes transfer heat better than metal and can generally be used in an oven set at 25° lower than called for in directions.
8. Less heat escapes with covered pots and pans, which allows you to use lower heat settings.
9. Always make sure that your range is turned off after use.
10. Whether cooked in the oven, broiler or on top of the range, frozen foods will use less energy if they are removed from the freezer and thawed in the refrigerator compartment first.
11. Small appliances (such as electric skillets, toasters, crock pots, etc.) are an economical way to prepare small meals since they use less electricity than the range.
12. If there is a dishwasher located in the unit, be sure to use the correct amount of detergent and load properly for most efficient use. It is most economical to use at full capacity.

LAUNDRY:

1. Do more wash with cold and warm water cycles to save energy since the major cost item in washing clothes is hot water usage.
2. Both the washer and dryer operate more economically if used with a full load.
3. To avoid heating up a hand iron several times a day or week, iron large amounts of clothes at one time. Each warm-up consumes energy.

MISCELLANEOUS

1. When no one is watching TV or listening to the radio/stereo for a period of time, turn them off to conserve electricity.
2. Turn off lights when not needed for a period of time. A 100-watt bulb burned for 10 hours uses 11,600 BTU's.