



## Small business energy savings guide



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### Smart and programmable thermostats

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# Get the most out of your thermostat.

With a smart or programmable thermostat installed, your small business is well on its way to saving energy all year. To make sure you're maximizing your efficiency and comfort, follow these easy energy-saving best practices.



## Temperature settings:

| Season  | Time of day      | Recommendation |
|---------|------------------|----------------|
| Heating | Day/Occupied     | 68-70°F        |
| Cooling | Day/Occupied     | 72-74°F        |
| Heating | Night/Unoccupied | 55-60°F        |
| Cooling | Night/Unoccupied | 78-80°F        |

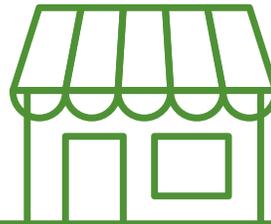


**Avoid** frequent temperature adjustments and let the programming work for you!

## When your business is unoccupied:

- **Program** your thermostat to the night setback temperatures above, depending on the season.
- **Switch** your fan to AUTO mode.

By maintaining consistent temperatures and programming your thermostat around the operating hours of your business, you'll save energy year-round and improve the comfort of your space all at once.



## Additional tips



**Once a month**, review the 7-day schedule of your thermostat and make any necessary adjustments. Be sure to account for any upcoming holidays as well!



**During occupied hours**, your fan should be ON to help with systems that need ventilation.



**Every so often**, check your thermostat's screen or management app for alerts such as:

- Low batteries
- Maintenance requirements
- Software updates



**Once every season**, take a look at your heating and cooling systems' air filters and clean or replace them as needed.



**As outdoor temperatures change** in your area, remember to switch your thermostat to the heat or cool setting if needed.

Remember, smart and programmable thermostats are designed to do the heavy lifting for you. Having one or two employees learn and manage your settings is best for keeping the schedule the same each month.

If your thermostat is in an easily accessible area, consider using a safety cover or the thermostat's lock function, if available, so that customers or untrained employees are not enticed to make temporary changes. For troubleshooting specific to your device, visit the manufacturer's website or contact an HVAC specialist.

To find more ways to save your business energy and money, visit [MassSave.com/Business](https://www.mass.gov/info-details/mass-save) today.