

# **“Top Ten” What to Do NOW!**

**Effective Low-Cost/  
No-Cost Savings Measures**

**1. Dust/Clean Lighting Lenses**

**2. Repair/ Replace door sweeps**

**3. Repair/Replace Door Closers**

**4. Repair/Replace Window Gaskets**

**5. Vacuum/Wash/Replace  
Air-Handler Filters**

**6. Clean Exhaust Registers of  
Rooftop Equipment**

**7. Check/Tighten/Replace Drive Belts**

**8. Turn Down Hot Water  
Heater to 140 F°**

**9. Replace Showerheads &  
Faucet Diffusers with Low-flow**

**10.  
Track bills and  
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