

E.3

Provide tenant(s) or occupants with energy management best practices

Tenant/occupant behavior has a big impact on building energy performance. Plug loads—from equipment such as computers, refrigerators, and medical imaging and other diagnostic equipment—account for a significant portion of medical office building energy use. Inform tenants/occupants about your energy management program and invite them to help meet energy efficiency goals.

Use the template at the link to send out emails to tenant or staff team representatives or post information to a tenant portal, employee intranet, or similar communication system. Feel free to adapt the template for the method of communication and to conceal or share as much information as you like.

[Link to Template](#)

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of communication to tenants/occupants

Optional Steps

- Download the ENERGY STAR® Bring Your Green to Work [presentation](#), adapt it, and host a lunch 'n learn for tenant representatives or building occupants.
- Hand out healthy snacks and information on energy efficiency in the building lobby.
- Give tenants or occupants a tour of the energy efficiency features of the building.