



Table of Contents

SECTION	PAGE
I. Introduction	
Energy & Your Building	2
Welcome to See The Light	4
Energy Toolkit Components	7
II. Implementation	
Step 1 Install/Deploy the Software	9
Step 2 Introduce See The Light to Stakeholders	
Employees	14
Tenants	18
Step 3 Energy Tip Implementation	19
Tip 1 Check Temperatures	
Tip 2 Don't Be a Drip	
Tip 3 Get On a Schedule	
Tip 4 Check Under the Hood	
Tip 5 Turn it Off (for your tenants)	
Step 4 Measure Results/Reward Success	25
III. Save Energy Every Day	
No-Cost Strategies	28
Low-Cost Strategies	33
Capital Investments	37
Design & Prototype Considerations	41