



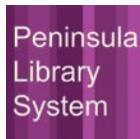
CHECK IT OUT! HOME ENERGY AND WATER SAVING TOOLKIT

USER GUIDE

The energy and water-saving toolkit is designed for San Mateo County residents to help you save money on your utility bills while conserving vital resources. To access an electronic version of this guide, visit: www.smcenergywatch.com



Your Community Resource Conservation Partners:



As a part of the State's energy efficiency portfolio funded by California utility customers, San Mateo County Energy Watch (SMCEW) exists to help residents, businesses, and public agencies throughout San Mateo County save energy easily and cheaply. The program is funded by California utility customers and administered by PG&E under the auspices of the California Public Utilities Commission. "PG&E" refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation.

Thank you for borrowing the Check It Out! Home Energy and Water Savings Toolkit. This handbook will help guide you through using all the tools and items contained in this kit as well as provide information on other ways you can save energy, water, and track your use over time.



Let's get started!

If you are interested in tracking your energy and water savings, there is a Data Tracking Sheet available at www.smcenergywatch.com.

Note: To use the Quick Response (QR) codes in this handbook you need a smartphone app that has a QR code scanner. If you are unable to scan the QR code, you can type the associated URL into your web browser.

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Additional Resources and Information:



Rebates!

Water conservation rebates may be found at the website of the Bay Area Water Supply and Conservation Agency bawsc.org.

The Bay Area Regional Energy Network, BayREN, has residential energy efficiency rebates available. Check www.bayren.org or call 1-866-878-6008.

Check with PG&E for rebates on your EnergyStar® appliance purchase. Call 1-800-933-9355 or visit <http://goo.gl/jTb2Vq> for eligibility and pickup.



Energy Utility:

Where your energy comes from is just as important as how you use it. Learn more about getting clean, renewable energy for your home through your County Energy providers, Peninsula Clean Energy or PG&E. Your options include Peninsula Clean Energy's EcoPlus, Eco100 or PG&E's Solar Choice.



Waste: Trash, Recycling, and Composting

Visit sustainability.smcgov.org for the latest Composting Workshops in San Mateo County.

For information about recycling programs for each city in San Mateo County, visit <https://goo.gl/iYD5PY>. This site includes information about landfills, transfer stations, curbside recycling programs, and key contacts for each city.

The Office of Sustainability at the County of San Mateo has a Recycle search to find places to recycle, reuse stuff and to dispose of hazardous waste: green.smcgov.org.



Business Owners:

For small and medium businesses find information on how to "green" your business, including rebates for energy efficiency retrofits:

<http://www.greenbusinessca.org/directory/search/>.



Get a local certification into the California Green Business Program or find a Green Business near you to support, visit: <http://www.greenbusinessca.org/directory/search/>.



If you want additional information about energy programs in San Mateo County, visit smcenergywatch.com.

DIY Toolkit Contents

INTRO

TOOLKIT

ENERGY

WATER

RESOURCES



Equipment - For you to install in your home and keep



LED (Light Emitting Diode) Light Bulb – Replace incandescent or compact fluorescent bulbs (LED) in high-use fixtures.



Weatherstripping – Seal air gaps in windows and doors.



Outlet Gaskets – Seal the void around your outlets and prevent heat loss.



Low-Flow Showerhead – Replace your current showerhead with the provided 2.0 gallons per minute (gpm) showerhead to save water.



(3) Low-Flow Faucet Aerators – The Toolkit provides two 0.5 gpm aerators for your bathroom sinks and one 1.5 gpm aerator for your kitchen sink. These aerators are a standard size (15/16") and will fit most faucets.



Water Leak Detection Dye Tablets (not for consumption) – Use to identify leaks in your toilet tanks.

- Please only keep what you have installed. -



Tools - To be returned to the library once you are finished with the kit



Kill-A-Watt® Meter – Measure the energy use of appliances and equipment to better understand your home's "plug load" as a share of overall energy use.



Drip Gauge – Measure how much water a leaky faucet is wasting each day and year.



Infrared Laser Thermometer – Check for heat loss in trouble areas such as windows, vents, and door jams.



Water Flow Rate Bag – Measure the true rate of flow in gallons per minute of your faucets and showers.



Refrigerator Thermometer – Monitor the temperature in your refrigerator.



Pliers – Use to replace old faucet aerators and showerheads with new ones.



Painter's Tape – Wrap around the pliers to help prevent scratching the aerators or showerhead during installation.



Pipe Thread Seal Tape (plumber's tape) – Help prevent leaks in your faucets and showerheads.



Thermometer – Check the temperature of your hot water supply.



Leaky Faucet and Toilet Guide – Follow this guide to fix water leaks in your home.

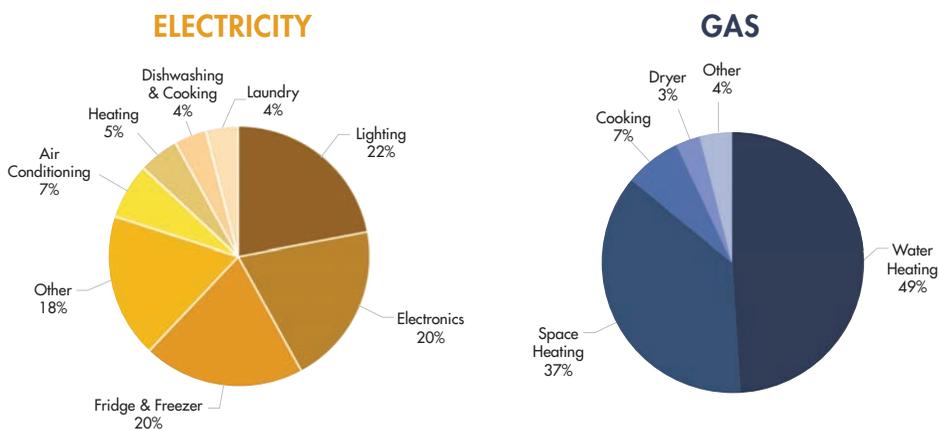
- This handbook will help you understand how to use these tools -

Introduction to Energy Use



Average Household Use of Energy in California

Knowing how energy is used in your home will help you take steps to reduce your use. These pie charts show how the average household in California uses electricity and natural gas.



How Much Energy Will This Toolkit Help Me Save?

We all use energy in our homes differently, so predicting the precise amount of energy savings that you can achieve by using this Toolkit is difficult. For example, EnergyStar® estimates that replacing one incandescent bulb with an EnergyStar® Certified CFL or LED bulb can save you anywhere from \$40 to \$135 in electricity costs over the bulb's life*—but the actual amount depends on how often you use the light, your electricity cost, and the specific bulb and fixture.

*Based on national averages



Energy Literacy: Understanding Units That Measure Energy

Watt (W) – Power is a measure of the rate at which energy flows when the fixture or appliance is on, and in electrical systems it is measured in watts (W). Watts are basically the miles-per-hour measurement of the electrical world—they tell you how fast the electrons are speeding down the highway. The higher the rating (e.g., 40, 60, 100W), the brighter the light. LED bulbs use fewer watts (e.g., 9 to 14W) to produce the same amount of light.

Kilowatt (kW) – A kilowatt is 1,000 watts.

Kilowatt hour (kWh) – This is the measure of electricity you have used. A kWh is a measure of energy, and energy is defined as the capacity to do work, such as creating heat, light, or motion. If you run a 60-watt light bulb for one hour, you've used 60 watt-hours, or 0.06 kilowatt-hours. In other words, 0.06 kWh is the amount of energy you need to run a light bulb for an hour. In 2011, the typical PG&E residential customer used 540 kWh/month/household.

Therm – A therm is the energy equivalent of burning 100 cubic feet of natural gas. The typical PG&E residential customer uses an average of 34 therms per month per household. It takes approximately 0.0089 therms to heat a gallon of water or 0.356 therms to heat a 40-gallon hot water tank.

Understanding Your PG&E Bill

INTRO



PG&E Bill Features

- 1 Account Summary**
A snapshot of your bill, including an overview of charges incurred, payments received, and your total amount due.
- 2 PG&E Contact Information**
- 3 Savings Alert**
Notes about your account and any special programs you participate in that may affect your total charges.
- 4 Monthly Billing History**
A chart of your monthly energy charges over the past year.
- 5 Important Definitions**
Define key terms.



Note: Peninsula Clean Energy customers will see an Electric Generation Charge on Page 1 of their bill, and a Generation Credit on Page 3 of their bill. Visit peninsulacleanenergy.com for details.

TOOLKIT

ENERGY

WATER

RESOURCES

ENERGY STATEMENT
www.pge.com/MyEnergy

Account No: 1023456789-0
Statement Date: 09/12/2013
Due Date: 10/03/2013

Important Phone Numbers - 24 hours per day, 7 days per week

Customer Service (All Languages; Relay Calls Available)
TDD/TTY (Speech/Hearing Impaired) 1-800-652-4777
Service at Citicenter Español (Spanish) 1-800-660-6789
普通话客户服务中心 (Chinese) 1-800-698-9555

Rules and rates

You may be eligible for slow rates. To learn more about optional rates or view a complete list of rates and rules, visit www.pge.com or call 1-800-743-5000.

If you believe there is an error on your bill please call 1-800-743-5000 to speak with a representative. If you are not satisfied with our response, contact the California Public Utilities Commission (CPUC), Consumer Affairs Branch, 305 Van Ness Avenue, San Francisco, CA 94102, 1-800-669-3700 or 415-775-3032 (TDD/TTY).

To avoid having service turned off while you wait for a CPUC decision, enclose a deposit check (payable to the CPUC) for the disputed amount and a description of the dispute. The CPUC will only accept deposit for matters that relate to a utility's billing accuracy. If it is not possible for you to pay your deposit, you must advise the CPUC. PG&E can not turn off your service for nonpayment while it is under review by the CPUC, however, you must continue to pay your current charges to keep your service turned on.

If you are not able to pay your bill, call PG&E to discuss how we can help. You may qualify for reduced rates under PG&E's CARE program or other special programs and agencies may be available to assist you. You may qualify for the Energy Savings Assistance Program which is an energy efficiency incentive for income-qualified residential customers.

Important definitions

Reselling outage benefits are subject to change without advance notice due to operational conditions.

Tier 1 (Baseline) allowance: All residential customers are given a Tier 1 allowance - a CPUC approved percentage of average customer usage during summer and winter months. Your Tier 1 allowance provides for basic needs at an affordable price and an encourage conservation. Your allowance is assigned based on the climate zone you live (baseline territory), the season and your heat source. As you use more energy, you pay more for each kilowatt-hour of usage.

Electric Tier	% of Baseline
1	0% - 100%
2	100% - 130%
3	131% - 200%
4	> 200%

Gas Tier	% of Baseline
1	0% - 100%
2	> 100%

*PG&E refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation. © 2013 Pacific Gas and Electric Company. Please do not mark in box. For system use only.

Update My Information (English Only)

Please allow 1-2 billing cycles for changes to take effect.
Account number: 123456789-0

Change my mailing address to:

City _____ State _____ ZIP code _____
Primary _____ Primary _____
Phone # _____ Email _____

Ways to provide information:
• Online
• PG&E's MyEnergy.com
• By mail
• By email
• By phone (800-743-5000)
• At a PG&E office
• By mail (include a copy of this bill)

ENERGY STATEMENT
www.pge.com/MyEnergy

Account No: 1023456789-0
Statement Date: 09/12/2013
Due Date: 10/03/2013

Service For:
Residential Customer
1234 Main Street
Extra Address Line
Anytown, CA 00000

Questions about your bill?
24 hours per day, 7 days per week
Phone: 1-800-743-5000
www.pge.com/MyEnergy

Local Office Address
Your Electric Service Generalist
800 W 2ND ST
ANTIOCH, CA 94509

1 Your Account Summary

Amount Due on Previous Statement	\$144.70
Payment(s) Received Since Last Statement	-144.70
Previous Unpaid Balance	\$0.00
Current Electric Charges	\$96.91
Current Gas Charges	49.20
Total Amount Due by 10/03/2013	\$146.11

3 Current charges include a discount of \$50.17 for Winter Gas Savings.

4 Monthly Billing History

Daily Usage Comparison

Visit www.pge.com/MyEnergy for a detailed bill comparison.

Important Messages

CARE Program: You may qualify for a monthly discount with the California Alternate Rates for Energy (CARE) Program. To find out more and apply online, visit www.pge.com/care.

Usted podría reunir los requisitos de un descuento mensual con el California Alternate Rates for Energy Program (CA). Más información y hacer su solicitud en Internet, visite www.pge.com/espanol/care.

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

9990123456789100000XXXXX000000XXXXXX

Account Number: 1023456789-0 Due Date: 10/03/2013 Total Amount Due: \$146.11 Amount Enclosed: \$

RESIDENTIAL CUSTOMER
1234 MAIN STREET
ANYTOWN, CA 00000
EXTRA ADDRESS LINE

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

Page 1 of 4

Understanding Your PG&E Bill



PG&E Bill Features

- 6 Electricity Usage**
Notes your electricity usage during a given timeframe.
- 7 Tier Indicator**
Shows the highest tier in which you are being charged.
- 8 Total Electric Charges**
Total electricity charges, including taxes and fees.
- 9 Daily Usage Chart**
Your electricity usage this month.
- 10 Details of Gas Charges**
Information regarding your rate plan.
- 11 Gas Usage**
Notes your usage by tier during a given timeframe.

- 12 Tier Indicator**
Shows the highest tier in which you are being charged.

- 13 Total Gas Charges**
Total gas charges, including taxes and fees.

- 14 Daily Usage Chart**
Your gas usage this month.

Reference charts shown in **4**, **9** and **14** to track your energy use over time and see if you have made any significant energy use reductions.



To see how your energy use compares to your neighbors, check your Home Energy Report on pge.com.

ENERGY STATEMENT
www.pge.com/MyEnergy

Account No: 1023456789-0
Statement Date: 09/12/2013
Due Date: 10/03/2013

Details of Electric Charges
08/13/2013 - 09/12/2013 (31 billing days)
Service For: 1234 Main Street
Service Agreement ID: 5007654321
Rate Schedule: E1 S8 ResidentialSchedule

08/13/2013 - 09/12/2013	Your Tier Usage	1	2	3	4
Tier 1 Allowance	474.30 kWh (31 days x 15.3 kWh/day)				
Tier 1 Usage	474.300000 kWh @ \$0.13230				
Tier 2 Usage	142.290000 kWh @ \$0.15040				
Tier 3 Usage	40.410000 kWh @ \$0.31114				
Energy Commission Tax					0.19
Total Electric Charges					\$96.91

9 **Electric Usage This Period: 657.000000 kWh, 31 billing days**

Visit www.pge.com/MyEnergy for a detailed bill comparison.

ENERGY STATEMENT
www.pge.com/MyEnergy

Account No: 1023456789-0
Statement Date: 09/12/2013
Due Date: 10/03/2013

Details of Gas Charges
08/13/2013 - 09/12/2013 (31 billing days)
Service For: 1234 Main Street
Service Agreement ID: 5007654321
Gas Schedule: G1 S Residential Agree

08/13/2013 - 09/12/2013	Your Tier Usage	1	2
Tier 1 Allowance	5.74 Therms (19 days x 0.46 Therms/day)		
Tier 1 Usage	5.740000 Therms @ \$1.03134		
Tier 2 Usage	14.552200 Therms @ \$1.34824		
Gas PPP Surcharge (\$0.06551 /Therm)			1.53
Total Gas Charges			\$49.20

10 **Details of Gas Charges**

11 **Gas Usage This Period: 38.000000 Therms, 31 billing days**

Visit www.pge.com/MyEnergy for a detailed bill comparison.

Service Information

Meter #	1098765432
Current Meter Reading	5,111
Prior Meter Reading	5,074
Difference	37
Multipier	1.05259
Total Usage	38.000000 Therms
Reading Territory	S
Multp	Q

Gas Procurement Costs (\$/Therm)

08/13/2013 - 08/31/2013	\$0.50317
09/01/2013 - 09/12/2013	\$0.50317

Page 4 of 4

Reducing Energy Use: Plug Loads



Household electronics account for up to 15% of electricity consumption in a typical California home. Many small appliances and electronics use as much as 75% of energy when off or in standby as they do while being used. These are known as “vampire” or “phantom” loads, and eliminating them is a great way to save energy.



Action #1: Use the Kill-A-Watt® Meter

The Kill-A-Watt® meter measures the energy drawn by appliances and electronics in both operating and standby modes. Using the Kill-A-Watt® meter, you can compare the energy use of your appliances to the average use as outlined in the table at the bottom of this page.



Follow these steps:

- 1 Plug the meter into an outlet; then plug an appliance or electronic device you'd like to measure into the meter. You may need to wait a couple seconds for the reading to display.
- 2 Push the “DOWN” button until “Watt” appears as the unit.
- 3 Measure the wattage when the appliance is both on and off.
- 4 Check your PG&E bill for your electricity rate. You can estimate the cost of electricity used by the appliance or device over time.

Instructional Video:

How to Use a Kill-A-Watt® EZ Meter



<http://goo.g1/3Mv1Ku>



Tips for using Power Strips



- Unplug small appliances (toasters, coffee pots, etc.) when not in use or plug all appliances into a power strip and be sure to turn that off when not in use.
- Unplug phone and battery chargers once they are fully charged.
- In your entertainment and computer areas, plug equipment into a Smart Strip which will shut off equipment when in standby mode.

NOTE: Unplugging your cable box may reset the system; be sure to consult the operation manual.

Average Energy Consumption of Operating Standard Appliances*

Appliance	Watts
Clothes Dryer	1,800-5,000
Dishwasher	1,200-2,400
Clothes Iron	1,000-1,800
Vacuum Cleaner	1,000-1,400
Toaster	800-1,400
Heater	750-1,500
Microwave	750-1,100
Refrigerator	725
Computer	270 awake 60 asleep
Flat-screen TV	120
DVD Player	20-25

*Actual energy usage depends on the age and model of the appliance.

Reducing Energy Use: Appliances

Major appliances account for a quarter of your household energy costs, and your refrigerator is likely to be the largest plug load in your home.



Action #2: Measure the Refrigerator Temperature

Use the Refrigerator Thermometer to help set optimum temperatures for your refrigerator and freezer:

- 1 Place thermometer in refrigerator between several food items. After 20 minutes, record the temperature.
- 2 Adjust temperatures if it is outside the target range: 36-40°F for refrigerator and 0-5°F for freezer.
- 3 Look and test for cracks in the door seal: Close the door on a piece of paper and tug. If the paper moves easily, then you need to replace the seal.
- 4 Repeat these actions with your freezer.



Tips:

Refrigerator

- Regularly clean the coils on your refrigerator.
- Turn off the condenser feature in the refrigerator.
- If you have a second refrigerator, consider donating it.

Washer & Dryer

- Wash full loads and use short wash cycles for mildly dirty laundry. This goes for your dishwasher too!
- Use cold water whenever possible.
- Use the washer's high spin cycle to reduce drying time, and try a clothesline instead of the dryer.
- Clean the lint trap after every use to ensure safe, efficient drying.

Save With EnergyStar® Appliances!

EnergyStar® appliances typically use up to 50% less energy and water than standard models. Look for the EnergyGuide label which provides an estimated yearly operating cost and the range of operating costs for similar models.



Reducing Energy Use: Lighting

Lighting represents as much as 22% of your home's electrical use. You can reduce your energy bill significantly by switching to energy efficient lighting. The LED Bulb provided in this kit use at least 75% less energy than incandescent bulbs and last 25 times longer.



Action #3: Switch Lightbulbs to LEDs

LEDs screw into place the same as incandescent or CFL bulbs. Follow these steps as you set out to switch over to LEDs:

- 1 Replace the incandescent bulbs in fixtures that have the highest use; this will result in the highest savings.
- 2 Turn off the lamp and wait for the incandescent bulb to cool for 5 minutes.
- 3 Please use the LED bulb included in a non-dimmable, non-enclosed fixture. If you buy your own LED bulbs, read the packaging to see where the bulb should be used; not all LEDs are designed to work in every socket.
- 4 Match the equivalent wattage of the old bulb (a 60W incandescent should be replaced with a 9W or other 60W equivalent LED).



Tips:

- Dimmable fixtures require dimmable LEDs or CFLs; these are available at hardware stores. A standard bulb will quickly burn out if used in a dimmable fixture.
- Make sure to dust your bulbs at least every six months; a dirty bulb is an inefficient bulb.

Next Steps:

Replace all bulbs in your home with LED bulbs. Replace incandescent bulbs first to save the most energy and money; then you can also replace any CFLs (CFLs contain mercury and cannot be thrown away in the normal trash. Call 1-888-442-2666 for information on disposal.

LEDs can be more expensive than the average light bulb. If you still want to save energy but can't spend extra money, first try looking for LEDs on sale. If you can't find the right kind on sale, you can also switch your incandescent bulbs to CFL bulbs.

For more information on energy-efficient bulbs:



<https://goo.gl/VgR5ZI>

Energy efficient bulb cleanup guide:



<https://goo.gl/XWZLjH>



Reducing Energy Use: Home Envelope

Sealing cracks, gaps, and leaks and improving the insulation in your home can save up to 20% of your heating and cooling costs. The Infrared Laser Thermometer will help you detect where you may be losing or gaining heat through windows, lighting fixtures, outlets, vents, door jams, ducts, and more.



Instructional Video:
How to Use an Infrared
Laser Thermometer



<http://goo.gl/bDJj2>



Action #4: Use the Infrared Laser Thermometer

The Infrared Laser Thermometer detects heat gain and loss.

- 1 Turn on and point the thermometer at an interior wall or area of average internal home temperature. This is your reference temperature.
- 2 Point the thermometer at potential trouble spots in your home such as doors, windows, outlets, and exterior walls. Note any temperature fluctuations that may be caused by air leaks.
- 3 To detect small temperature differences, adjust the switch to 1°F. To detect larger temperature differences, adjust it to 5°F or 10°F.
- 4 The laser color will change depending on the temperature conditions:

Green = Good Red = Gaining Heat Blue = Losing Heat

You can see the temperature difference between the reference temperature and the scan temperature.



Tips:

Heating and cooling can account for up to 50% of home energy use; a properly insulated home will reduce this cost and keep your home cooler in the summer and warmer in the winter. Take these steps to reduce leakage in your home envelope:

- Caulk windows.
- Schedule a professional audit or contact a local contractor to address insulation needs around your light fixtures, vents, or other spots. The Bay Area Regional Energy Network is an excellent resource for this; visit bayren.org for information.
- Insulate ceilings, walls, attics, floors, crawl spaces, ducts and basements to recommended standards for optimum savings.

or Visit <https://goo.gl/ntgs07> for information on green insulation.

Instructional Video:

How to Caulk
Windows



<http://goo.gl/pdRsJ>



Reducing Energy Use: Home Envelope

If you found any thermal leaks around your doors and windows in Action #4, you can use the weatherstripping provided in this toolkit to help stop those leaks.



Action #5: Install Weatherstripping

Use weatherstripping to seal gaps in your doors and windows.

- 1 To check for drafts around doors and window jams, you can either use the thermometer in action 4 or try to slide a piece of paper through the area. If you see light, then that area will need weatherstripping. Focus on the sections where you feel air or can see light.
- 2 Clean the application area to ensure a good seal.
- 3 Cut a length of weatherstripping to match the length of the door or window where the strip will be applied. Peel back adhesive strip and apply.
- 4 Please return what you do not use with the Toolkit.



Tip:

A door without weatherstripping may not look like a problem, but the amount of exposed area from all your doors and windows can add up to a big hole! Consider installing a door sweep to help keep out drafts; you can pick one up at your local hardware store.

Instructional Video:

How to Apply
Weatherstripping



<https://goo.gl/cCPMUL>



Instructional Video:

How to Install Outlet Gaskets.



<http://goo.gl/HQ4YW>



Action #6: Install Outlet Gaskets

Another way to ensure proper insulation and help prevent air leaks that can result from poor wall insulation is by using outlet gaskets.

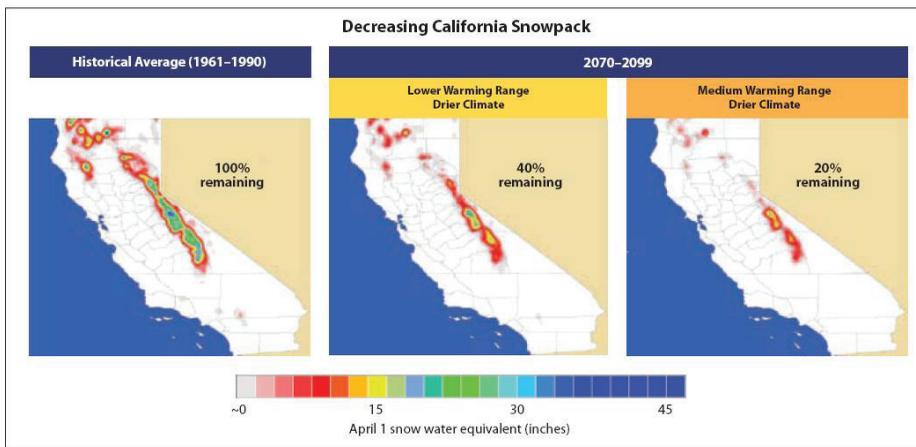
- 1 Identify exterior walls with the most exposure to draft (you can use the thermal leak detector from Action 4).
- 2 Choose an outlet or switch plate to upgrade.
- 3 Carefully loosen the face plate screw with a screwdriver (not provided) and remove faceplate.
- 4 Place gasket over internal area. If necessary, trim the gasket to fit around the outlet.
- 5 Replace faceplate cover and tighten screw.
- 6 Repeat for other outlets or switches throughout your house.

Introduction to Water Usage

To learn about California's drought and what the State is doing visit <http://goo.gl/DFU440>.

As a necessity for life itself, water is one of our most precious natural resources. In the Bay Area, we receive most of our water from the snowpack of the Sierra Nevada. With a changing climate and growing populations, our water resources have been shrinking year by year as rain has become more unpredictable, even with the heavy rainfall from 2016-17. While state and local leaders continue to work on long-term solutions to our water challenges, saving water daily helps stretch supplies and keeps water in reservoirs for the inevitable dry years to come.

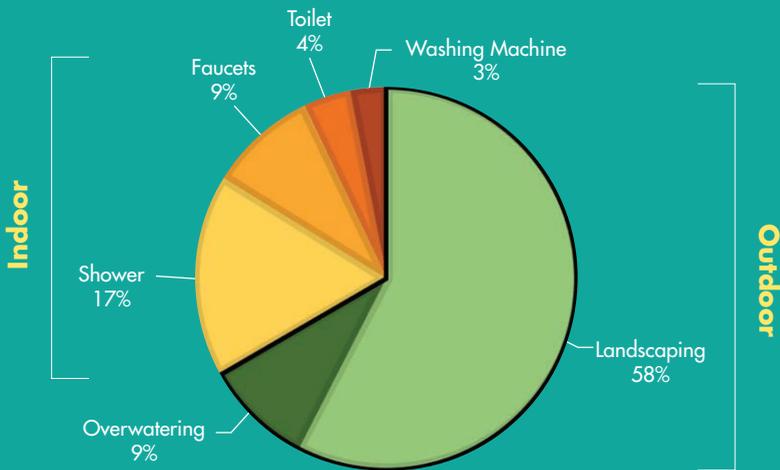
While the average American uses 90 gallons per day, when you consider food choices and other daily decisions, you would be surprised at how much water you use. Learn more and calculate your water footprint at www.watercalculator.org



Luers A., Cayan D., Franco G., Hanemann M. and Cross B., California Climate Change Center (2006). Our Changing Climate: Assessing the Risks to California, p.7

How We Use Water

Indoor Water Use in a Typical Single Family Home



Save a little water, save a lot of energy!

20% of the state's electricity and 30% of its natural gas is used to heat and treat water, making this the most intensive use of energy in California. At a quarter of the cost of traditional energy saving measures such as changing light bulbs, water conservation also happens to be a very economical way to reduce energy use and greenhouse gas emissions.

Reducing water use can therefore help lower your energy bills.

Reducing Water Use: At the Tap



Action #7a: Measure the Flow Rate of Faucets

Using the water flow rate bag, you will measure the rate that water flows from your faucets and showerheads. Even if you have low flow aerators, it can be helpful to check the flow rate because aerators can corrode.

- 1 Turn on faucet and fill water flow rate bag for 5 seconds.
- 2 Record the gallons per minute measured on the flow rate bag.
- 3 If your water is flowing at a rate greater than noted in Action 8a, at the top of the next page, install one of the Toolkit aerators (Action #8).



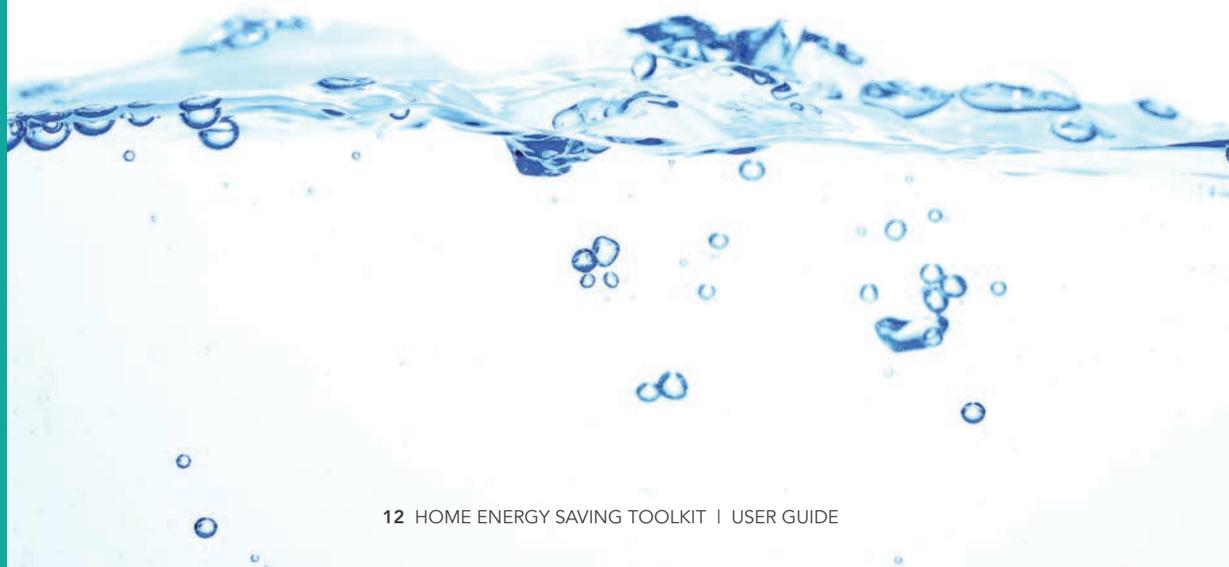
Action #7b: Drip Gauge

- 1 If you have a dripping faucet, hold the empty drip vial under the drip for 5 seconds.
- 2 Set it on a level surface and look at the gallons per day (GPD) and gallons per year (GPY) markings to see how much water the leak is wasting each day and year.
- 3 Visit <http://fishnick.com/leakcalculator/> to see what the leak is costing you.



Tip:

Think before you dump leftover water: make the most of it by giving it to your indoor or outdoor plants.



Reducing Water Use: Bathroom



Action #8a: Replace the Aerators

After measuring the flow rate of your aerators and showerheads using the flow rate measure bag, see if their flow rates match the flow rates we have listed. If they are higher, then you can replace them to help save water.

Bathroom sink: 0.5 gpm

Kitchen sink: 1.5 gpm

Showerhead: 2.0 gpm

Note: Some kitchen faucets are custom sizes and cannot be replaced with the Toolkit's aerator. You can still measure the flow rate and seek alternatives at a local hardware store or online.



Equipment:
Faucet Aerator

- 1 Close or plug your drain.
- 2 Unscrew old aerator counterclockwise; if needed, use the pliers to loosen the aerator. Wrap the teeth of the pliers with painter's tape or a towel to avoid scratches to the existing equipment.
- 3 Clean and dry water pipe threads (grooves at end of faucet).
- 4 Wrap provided pipe thread seal tape around pipe thread the same direction as the new aerator or showerhead screws on.
- 5 Screw on new aerator clockwise by hand.
- 6 Turn on faucet to test for leaks, and tighten with pliers if necessary



Tool:
Pipe Thread Seal Tape



Tool: Pliers

Fact: Over half of all water use in the home takes place in the bathroom. Installing aerators saves 1.2 gallons per person per day.



Action #8b: Replace the Showerhead

Check the imprint on the showerhead for flow rate, or use the flow rate bag to measure. If the showerhead flows at more than 2.0 gpm, you should replace with the showerhead provided.

Instructions: Identical to Action #8a.

Other Water Saving Tips

- Turn water off while brushing your teeth and shaving.
- Get up to \$125 when you replace your old toilet with a qualifying high efficiency toilet. For more information, visit <http://goo.gl/qGkCpZ>
- Make use of a shower timer, which helps you save water and energy at the same time. Try to take a shower that is five minutes or less.



Instructional Videos:

How to change your faucet aerator and showerhead.

Faucet Aerator



<https://goo.gl/ZHDeo>

Showerhead



<https://goo.gl/qkcx8B>

Reducing Water Use: Bathroom & Water Heater

INTRO



Action #9: Check Your Toilet for Leaks



A toilet that runs constantly can waste up to 200 gallons of water per day, which can cost you \$250 over the course of a year! The Detect-A-Leak Toilet Tablets are a simple and inexpensive way to test for leaks on a regular basis.

- 1 Carefully remove tank lid.
- 2 Drop 1-2 tablets into exposed tank.
- 3 Wait 20-30 minutes. Do not flush the toilet during this time.
- 4 If blue color appears in the toilet bowl, you have a toilet leak. Typically, a leaky flapper at the bottom of the tank can cause toilet leaks and should be replaced.

TOOLKIT



Action #10: Adjust the Water Heater

- 1 Locate your water heater.
- 2 Locate adjustment dial and mark current setting with a pencil or masking tape.
- 3 Locate the faucet closest to the water heater.
- 4 Run water until hot and capture a cupful in a mug. (Collect excess water in a pitcher or bucket and use to water plants)
- 5 Insert thermometer and wait for it to reach its highest point.
- 6 Record highest point temperature.
- 7 Adjust setting so that your hot water runs at 120°F. If your water heater does not have specific temperature settings, this action might take a few tries.



Heating water typically accounts for up to 49% of the natural gas use in your home.

Instructional Video:
How to Adjust Your Water Heater Temperature



<http://goo.gl/DJDKk>

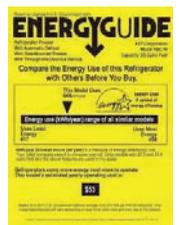
ENERGY

WATER



Tips

- Insulate the hot water pipes leading from the water heater and use an insulating sleeve on the actual heater. This helps conserve energy.
- Check the EnergyGuide sticker when purchasing a new hot water heater. It provides the estimated cost to run the equipment.
- Set your water heater to "Vacation Mode" to conserve energy when you are away for long periods of time.
- Do you have a recirculation pump? These pumps can save water, but only if the timer is set correctly. They should only be running when hot water is needed.



RESOURCES

Reducing Water Use: Outdoors

- **Irrigation Leaks:** Regularly check for and fix leaks in your irrigation system; leaks can waste thousands of gallons of water annually.
- **Drip Irrigation:** Consider switching to a drip irrigation system to save water.
- **Timing Watering:** Water when temperatures and wind are the lowest: in the evenings and in the mornings before sunrise. This reduces evaporation and allows water to soak deeper into your landscaping.
- **Irrigation Controls:** Change your irrigation schedule for each season depending on local weather conditions. Consider upgrading to a weather-based irrigation controller.
- **Drought Resistant Plants:** Remove part or all your grass and plant native, drought-resistant species. These will require much less water and will therefore help reduce your water and energy bills.
- **Pool Filter Scheduling:** Pool filters are energy intensive. Consider reducing your filter times in the fall and winter and set timers to avoid peak utility rates. Using a pool cover will save even more energy and water.

When your car needs a wash, be sure to visit a commercial car wash that recycles wash water and saves water. A home car wash uses 80-140 gallons of water, whereas most commercial car washes with water recycling use 30-45 gallons.

Washing your car on your driveway or in the street sends dirty water, soap, heavy metals, oil, and grease into the gutter, which flows to local creeks and the Bay. For more on stormwater pollution, visit: flowstobay.org.



Sustainable Lifestyle

INTRO



Transportation

- Under-inflated tires will decrease your gas mileage, so check the tire pressure when filling your tank. Proper tire pressure levels can be found on the inside of the driver's side door.
- Walk, bike, or take public transportation whenever possible. Visit SamTrans website for local public transit routes and schedules.
- "Safe Routes to School" are cool! Encourage your kids to commute by walking, biking, scootering, or taking the school bus to school. Visit <http://goo.gl/fzUYZ1> to learn the ways to create a fun, healthy, and safer way to get to school.



San Mateo County
SAFE ROUTES TO SCHOOL
Healthy Kids • Green Communities • Safe Journeys



TOOLKIT

ENERGY



Kitchen

- **Shop your refrigerator first.** In the U.S., 40% of our food goes uneaten. Eat what you have before shopping for more by taking EPA's Food Recovery Challenge. Visit <http://goo.gl/XWk0Zf>
- **Cook efficiently.** Heat only as much water as needed and cover pans to reduce cook time and energy use.
- **Try the less- or no-meat option.** Meat production uses an enormous amount of water and energy. On average, it takes 28 calories of fossil fuel energy to produce one calorie of meat, versus 3.3 calories of fossil fuel energy to produce one calorie of protein from grain. Similarly, it takes 4,200 gallons of water daily to support a meat-based diet, versus 300 gallons to support a vegan diet. Going meatless once a week will make a difference.
- **Opt for organic.** Avoiding pesticides is better for the environment and your health.
- **Practice efficient dishwasher habits.** Scrape, don't rinse, dishes. Air dry dishes by turning off the heat setting and opening the door. This will save energy and water.



WATER

RESOURCES

Final Steps



Return the DIY Toolkit to the Library

Now that you've used the Toolkit and accomplished the steps to a more energy-efficient home, you have just a few things left to do:

- 1** **Make sure all tools (see list on page 2) are in your kit before returning it to the library.** Please return the Toolkit as soon as you can so other library patrons can make use of it.
- 2** Consider amplifying your savings through the whole home performance approach of Bay Area Regional Energy Network—visit www.bayren.org to learn more and get started.
- 3** Thinking about going solar? Energy efficiency steps should be done first, enabling you to drive down your total energy demand so that you don't buy a bigger solar system than you need. Visit gosolarcalifornia.org to learn more about solar options for your home.
- 4** Spread the word about San Mateo County Energy Watch and share your experience using the DIY Toolkit.
- 5** If you want any information from this handbook after you return the toolkit, visit www.smcenergywatch.com for an electronic copy.
- 6** Enjoy the savings from all your DIY actions!





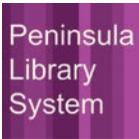
Congratulations on taking these steps to save vital resources!

Contact

San Mateo County Energy Watch
San Mateo County Office of Sustainability
455 County Center, Redwood City, CA 94063
smcenergywatch.com
Phone: 1-888-442-2666
sustainability@smcgov.org



Your Community Resource Conservation Partners:



As a part of the State's energy efficiency portfolio funded by California utility customers, San Mateo County Energy Watch (SMCEW) exists to help residents, businesses, and public agencies throughout San Mateo County save energy easily and cheaply. This program is funded by California utility customers and administered by PG&E under the auspices of the California Public Utilities Commission. "PG&E" refers to Pacific Gas and Electric Company, a subsidiary of PG&E Corporation.