



# Unexpected Savings: **FACILITIES MANAGEMENT**



The Nonprofit Checklist for Saving Money

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## Hey there,

Here at WIN, we pride ourselves on saving nonprofits serious money on the equipment they need so they can go out and do more good in the world. Sometimes, however, the best thing we can offer is some good advice we've picked up during our time working with nonprofits of all kinds. That was the idea behind our Unexpected Savings series, where we show you the money-saving (and sometimes free!) things you can do to provide more for your mission.

In this edition, we'll be taking a closer look at Facilities Management. Namely, what are the things you can do with your offices and warehouses to keep operating costs from nickel-and-diming your budget away. Some of these items might seem small, but add even 4-5 of them up and you'll see a big difference on your year-end bottom line.

We've put this out as a checklist, so feel free to print it out, take a marker to it and hang it in your office to make sure you're doing everything you can to put your money where your heart is.

**—The WIN Warehouse Team**

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# PART 1:

Small Improvements  
Can Mean Big Savings

Whenever possible, it's a good idea to invest in yourself. That can be tough for nonprofits, especially when you might prefer to spend that money on the people you are trying to help. However, spending just a little bit upfront can save you big in the long run. And, when you shop with WIN, we'll get that upfront cost as low as possible.

1

## Upgrade Your Lights

### There are two ways to save on lights:

First, replacing any incandescent bulbs with new LED lights will immediately cut down on the power bill because they use significantly less energy. They also burn much cooler, making them safer as well.

The second way to save is by utilizing motion-sensor lights wherever it makes sense. These cut off when no one is around, saving money and not relying on anyone to remember to turn them off.

2

## Get Power Strips

### Did you know appliances draw power even when they are turned off?

“Standby” or “Phantom” power happens when devices are idly pulling electricity throughout the day. Since no one wants to go around unplugging all their appliances when they aren't using them, the best solution is a power strip with an on/off switch. This will completely eliminate any wasted energy whenever you aren't using it, simply by flipping off the switch.

3

## Install Ceiling Fans

**This one is simple and straightforward:**

Ceiling fans and wall-mounted fans push the air inside your building around and cool it for a fraction of the cost of running your A/C full blast. The bigger your space, the more dramatic of an effect you'll see on your electricity bill at the end of the month.

4

## Get Made In The Shade

**This one can cost the most upfront, but can also have the best long-term effectiveness.**

Smart landscaping can drastically reduce energy bills, especially if you have a large building with lots of windows. A strategic line of trees or bushes can cut down significantly on the amount of direct sunlight, which can turn your building into a greenhouse if left unchecked.

5

## Invest in EnergyStar®

**Getting new appliances can be costly, but much less so if you come visit us at WIN.**

Plus, many appliances are essential for the operation of many nonprofits. So, if you have to purchase one, be sure to check the EnergyStar rating. All the info you need is right on the tag to ensure you aren't going to get an electricity hog when a more efficient model might be available.

6

## Join A Purchasing Partnership

### Are you familiar with purchasing partnerships?

These groups use collective purchasing power to get members incredibly deep discounts on the stock and equipment they need. Cooperatives like OMNIA partners specifically with nonprofits to expand how far their budget goes – in some cases as much as 50%!

### More About: Purchasing Partnerships

**Purchasing partnerships are a powerful thing;** we should know! WIN personally used OMNIA Partners when it came time to buy our own office furniture.

They were able to save us **62% off list price** for our desks, chairs, tables and many other office essentials.



# PART 2:

Make The Most  
Of What You Got

Maintaining the budget of a nonprofit can be tough. Don't worry, though, even if funds are too tight to make any big purchases, there are still plenty of things you can do right now to save some money.

## 1 Get Annual HVAC Maintenance

**We tend to only think about our HVAC when it breaks.**

That's definitely a mistake, though. Hiring a professional to come out once a year and do maintenance can extend the life of your unit by years – especially if you work in a place that gets extremely hot or cold. For many nonprofits, the relatively small cost of maintenance is much more tenable than the much steeper price of replacing an entire HVAC unit.

## 2 Seal Your Drafty Windows

**Drafts in your windows actively work against your HVAC, making it work a lot harder than it has to.**

Fortunately, weatherstripping is a cheap and easy solution. Sealing up those windows and eliminating drafts will give your HVAC - and your budget, a break.



3

## Cut Paper Costs In Half By Printing Double-Sided

If your organization does a lot of printing, this is a simple solution you can implement right away.

It seems obvious, but it often goes overlooked in the hustle and bustle of everything else people need to do to keep a nonprofit running smoothly. Not only does printing on both sides double the life of any paper purchase, it is a much more environmentally-friendly practice as well.

4

## Do A Leaky Faucet Audit

Maintenance and construction-minded organizations might see this as a no-brainer.

However, you'd be surprised at how many nonprofits simply don't think to check their piping every once in awhile. Leaky pipes obviously run up the water bill, but they can also cause some serious and costly damage. Not to mention, it can also lead to mold issues and other health hazards.

5

## Make A Recycling Plan

There are many initiatives out there that reward organizations for their efforts to reduce their environmental footprint.

These rewards vary with the program. For example, you can get discounts from manufacturers by recycling ink and toner cartridges when it is time to buy new ones. Also, more recycled goods means less waste going out, and some waste management companies will negotiate a lower rate if there is less trash they need to pick up and process.

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**These may be relatively small things, but put them together and they add up quickly.**

We hope you can put at least a few things on this list into practice and start saving your organization some money. After all, every dollar you save is one more that can be spent fulfilling your mission.

That's why we also want to encourage you to partner with us at WIN if you haven't already. We have thousands of products and equipment for you to use, from office supplies to construction equipment – all at deeply discounted rates! To get those savings, all you have to do is become a WIN member. We work with nonprofits all across the country, and we'd love to have you as part of the team.

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**[Click here to see all the things you could be saving on!](#)**

## WIN's Facilities Management Checklist



**Read WIN's Unexpected Savings Guide for Facilities Management**



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# Ready to see what's in the warehouse?

**See our Membership Benefits**



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