Energy Saving Tips

TIP OF THE WEEK

ELECTRICITY USE

How much energy do the following appliances use (in general)?		
Appliance	When on (watts)	Standby (watts)
TV	100	10
DVD recorder	12	7
Digital top box	6	5
Computer + peripherals	130	15
Computer monitor	70	11
Laptop computer	29	2
Broadband modem	14	14
Answering machine	3	3
Battery charger	14	1
Mobile phone charger	5	2
Total	**418**	**83**

Source: http://www.sustainable-girton.org.uk/articles/standby.html

General guidelines and principles

- Regularly **measure and monitor your electricity consumption** with an energy meter.

- **Analyse all areas related to electricity use** and search for energy loss and saving opportunities.

- Ask the last person leaving the office each day to **turn off the lights**, or apply a motion-sensor timer.

- **Use energy-saving light bulbs**, like LED bulbs or CFL for lighting.

- **Turn off the air conditioner for the night/weekends**.

- **Set computers, copiers and other machines on stand-by**/sleep/suspend mode during office hours. But make sure that all equipment is turned off (switched off at the mains) at the end of the day rather than left on stand-by.

- Reduce your stand-by consumption by **using a power strip** or an intelligent power socket strip, and turn all the connected devices off with a single switch.

- Check the **power management options** of your PC and monitor and configure the preferred, energy saving settings.

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Energy Saving Tips

In our modern lifestyle we need electricity for nearly all areas of office work. Writing, printing, copying, presenting, meetings, even cleaning - all require electricity. Consequently the electricity consumption of the office and the related carbon emission is huge. If you want to minimize your consumption, you have to concentrate on the following main areas:

- Regularly **measure and monitor** your electricity consumption with an energy meter.
- **Analyse all areas related to electricity use** (cooling, lighting, office equipment, etc.). Search for energy loss and saving opportunities.
- **Lights** - Ask the last person leaving the office each day to **turn off the lights**, or apply a motion-sensor timer.
- **Use natural light** as much as you can.
- **Machines** - Purchase energy efficient machines (printer, copier, computer, monitor, fax etc.) - Use EU energy labelled or Energy Star labelled products for your office equipments.
- **Stand-by** - Set computers, copiers and other machines on stand-by/sleep/suspend mode during office hours. But make sure that all equipment is turned off (switched off at the mains) at the end of the day rather than left on standby.
- **Air conditioning** - Turn off the air conditioner for the night/weekends.
- **Maintenance** - Schedule regular service for air conditioning systems, and fit them with timers so that they're in use only when people are in the office.
- **Install/use existing blinds and shutters** on windows to block out direct sun and reduce the need for air conditioning in the summer.

Burn Calories, Not Electricity

Take the stairs!

Skip the elevator and escalator. Walking up stairs just 2 minutes per day helps prevent weight gain. And it helps the environment by saving electricity!

This graphic inspired by epa.gov   © 2012 HealthFitnessExperts.com

Top tips for champions

- Check the **power management options** of your PC and monitor and configure the preferred, energy saving settings.

You can also...

- Reduce your stand-by consumption by **using a power strip** or an intelligent power socket strip, and turn all the connected devices off with a single switch. If you prefer, you can also use a so called **stand-by killer**.

Did you know?

In the EU countries machines left on standby consume as much energy as the production of eight nuclear power plants!

Further reading and ideas:

Energy efficient office buildings - Guidelines

See more information on electricity use also in the Green Clicks Tool.
Source(s): Antal, O., Vadovics E. (2005) Zöld iroda kézikönyv.
   [Green Office Handbook]. KÖVET-INEM Hungária, HU

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