

energy solutions for business

energy efficiency checklist

With office equipment such as computers, photocopiers, printers and fax machines accounting for up to 20% of energy usage, it makes sense to pay attention to the small things. Here are some energy conservation and efficiency measures to help you reduce energy consumption and save money.

- Where practical, use laptop computers which use up to 80% less electricity than desktop computers*
- In spite of their name, screen savers are energy wasters. That's because your monitor uses almost full power when the screen saver appears – even in 'blank screen' mode*
- Reducing your screen's brightness level to the lowest comfortable level will also save on electricity*
- Switch off your **monitor** when you are leaving your desk for more than a few minutes. Up to two thirds of a computer's energy is used by the monitor*
- Switch off your **computer** if you are leaving your desk for more than an hour; at the end of the day, on weekends and during holidays (don't forget to switch off printers, scanners and photocopiers as well)*
- Turn printers and photocopiers off when not in use with a simple plug-in timer, smart power board or occupancy sensor*
- Unplug laptops, mobile phones and tablets from chargers when they are fully charged—leaving them plugged in will continue to draw a charge*
- Photocopy and print only what you need and use both sides of the paper*
- Turn on the energy-saving feature of your copier, as they're often shipped with this energy-saving mode disabled*
- If possible, purchase a combination printer/fax machine/copier to reduce electricity usage*
- Communicate your energy savings strategy to all staff members. Let people know that they are expected to switch off lights when a room is not in use – for example, in bathrooms or meeting rooms. Often people leave lights on because they think they are supposed to*

