

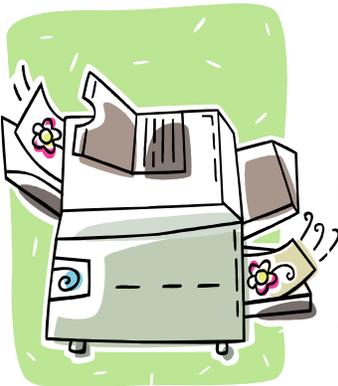
## Energy Saving Tips for the Office



- Use natural lighting when possible.
- Turn off non-essential and decorative lighting, especially in unoccupied areas.
- Install dimmer or occupancy switches where appropriate to lower energy use in stairwells, copy rooms and restrooms.
- Where practical, replace incandescent lamps with compact fluorescent lamps (CFLs). Ensure you install compatible dimming technology if CFLs are used along with a dimming system.



- Replace burned out lamps with lower wattage lamps or energy-saving lamps.
- Replace T12 lighting systems with T8 energy efficient fixtures.
- Consider a laptop for your next computer upgrade; they draw about one-tenth the power of a conventional desktop computer. You can connect a laptop computer to a conventional monitor and still save almost half the energy of a standard computer.
- To maximize savings with a laptop, put the AC adapter on a power strip that can be turned off (or will turn off automatically). The transformer in the AC adapter draws power continuously, even when the laptop is not plugged into the adapter.
- Turn off PCs, monitors, printers and copiers nightly and on weekends.
- If the computer must be left on at night and weekends, save energy costs by turning off the monitor. Turn the monitor off if the computer will not be used for a half-hour or so. Monitors typically use more energy than the computer itself.



- Copiers are the most energy-intensive pieces of office equipment. They take a lot of energy to keep warm so the toner can fuse to the paper. Energy consumption can be quite high, even when not in use. Copiers with double-sided or duplex copying help to save energy and reduce paper costs.
  - An ink-jet printer consumes 90 percent less energy than a laser printer. Black and white printers use less energy than color printers.
  - Install programmable thermostats. These inexpensive devices, most incorporating modern microprocessor-based electronics, can help optimize your building's heating and cooling needs.
- Encourage employees to be energy conscious. Consider offering a small reward or other incentive for the employee who saves the most energy.



## How Much Does Office Equipment Cost to Run?



Computers, printers, fax machines and copiers consume energy even while they are not in use. The following table provides a summary of typical electrical power requirements and annual energy use for common office equipment. The table compares the annual energy cost of equipment that is turned off at night and over the weekends and equipment that is left on round the clock. By multiplying these values by the number of devices in your office you can get an estimate of how much money is spent on electricity to power these devices, and how much more it costs to leave them on all the time.

Purchase EnergyStar equipment. The EnergyStar mark indicates the most efficient computers, printers, copiers, refrigerators, televisions, windows, thermostats, ceiling fans, and other appliances and equipment.

### Typical Power Requirements and Energy Use of Office Equipment

	Equipment Typical Power Requirements (Watts)	Annual Energy Cost – Off at Night	Annual Energy Cost – On 24 Hours/Day
Computer	55	\$9	\$39
Monitor (15”)	75	\$12	\$54
Laser Printer	60	\$14	\$44
Fax Machine	35	\$9	\$27
Copier (small)	115	\$30	\$83
Copier (large)	310	\$80	\$224

Source: Office Equipment Energy Savings Calculator, LBL.

For more information, visit [www.peoriaaz.gov/sustainability](http://www.peoriaaz.gov/sustainability)



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