

Energy Savings Sheet: Office Equipment

2EA have produced this sheet to identify areas of potential energy savings. It consists of notes and checkpoints that can be used by managers to help reduce overall energy consumption.

Notes

- Switch off equipment when not in use where possible.
- Select new equipment that is 'energy star' compliant or similar.
- Consider energy efficiency in new equipment costing.
- Consider fitting time switches to turn off equipment at night.
- Configure the energy saving features of IT equipment, such as printers and screens.
- Consider energy efficiency in new equipment costing.

Checkpoints

Do you leave computers on when you exit the building?

- ✓ Ensure that everyone is responsible for switching off their own computers and other equipment before leaving the building.
- ✓ Check unoccupied desks at lunch breaks and evenings.

Have you enabled your computer's energy management facilities?

- ✓ Enable the low power standby modes to save power when monitors and disc drives are inactive.
- ✓ Most computers allow a specified time delay before power down – choose an amount of time to suit user convenience.
- ✓ In most cases this will increase equipment life, reduce power consumption by up to 80%, reduce office heat gain and should not affect computer networks.

Do photocopiers, laser printers and many hot or cold drink vending machines remain on overnight?

- ✓ Vending machines include heaters to keep the appliance near operating level 2 save time. An inexpensive time-switch to shut the machines down overnight can save up to 75% energy over the whole year, yet leave the machines ready to use in office hours.
- ✓ Well-insulated water boilers allow exact cupful's of water to be dispensed offering improved safety and significant energy savings compared to kettles.
- ✓ Consider removing internal lighting from vending machines.

Have you asked your supplier about energy consumption when leasing or buying new equipment?

- ✓ Although gas-heating equipment may require more frequent service, the fuel cost is often significantly less for most daytime heating applications.

Are there cold areas in the building?

- ✓ Gas catering equipment may offer significant fuel cost savings over similar electrical appliances.
- ✓ Discuss cold areas of the building with staff and upgrade the main heating system if needed in order to avoid the use of portable electric heaters.
- ✓ Industrial buildings with cold spots may be heated locally at low cost with gas fired infrared plaque heaters.



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