

Office Equipment

Computers and equipment are generally switched off where applicable (fax machine/photocopier can not be switched off), however increase awareness of importance of switching off all equipment when it is not in use.

i.e.

- *By switching computer off at night or weekends, rather than leaving them running, their consumption can be reduced by 75% per year.*
- *By switching off laser printers in the evenings and at weekends when not in use, energy consumption can be reduced by 75%.*

Activate energy saving mode where available on printers and fax machines, as this will allow the machine to automatically power down after a set period of time.

Place photocopiers in areas that are naturally ventilated where possible. Run copies in batches to reduce the amount of time machines are running in idling modes before and after use. This will allow machines to remain in power save mode for a higher proportion of the day.

A photocopier left on overnight uses enough energy to make over 5,000 A4 copies.

Don't forget to switch off cold water vending machines and water coolers at evenings and weekends too. You could use a seven day timer to make sure that this sort of equipment is only on when the office is being used. Seven day timers are available from electrical stores for a low cost.

It has been demonstrated in other organisations that staff awareness campaigns can save up to 8% per annum for no capital cost. A poster campaign aimed around light switches, PCs, printers and other office equipment reminding people to switch equipment off after use can be helpful. It may be helpful to make certain employees responsible for energy efficiency ("Energy Champions").