

TIPS FOR ENERGY EFFICIENCY



Building

1. Locate any air leaks in the 'building envelope' (walls, ceilings, floors and basements) of your work area and report the problem to General Services x3070.



Lighting

2. Open the blinds, turn off the lights and use natural daylight when/where possible.
3. Turn off all lights when not in use. (Don't turn off fluorescent lights unless you'll be out of a room 15 minutes or more. They cost more to turn on and off than they do to run. Turning them on and off too frequently wears out the tube.)
4. Where possible, replace incandescent lights with fluorescent lights. Fluorescent lights produce four times as much light per watt, last ten times as long and cost one third as much to operate.
5. Utilize task lighting wherever possible.
6. Keep light fixtures and bulbs clean to maintain efficiency.
7. Use the right type and size of light bulb for each lighting job. A 150 watt bulb is more efficient and produces more light than two 75 watt bulbs.



Computer/Monitor

8. Be sure to turn off your computer and monitor before leaving work each evening. About 30% to 40% of personal computers and printers are left running at night and on weekends, and these machines are idle as much as 90% of their workday on time. Don't be confused by so-called

"screen savers"—they don't save electricity in computer monitors; they are meant to prevent phosphor "burn-in" on the screen. Cycling power on and off to your computer will not harm late-model machines. When purchasing office equipment, consider energy use and size. Look for the Energy Star label, which identifies equipment that meets EPA's energy efficiency standards. Energy Star computers, monitors, and printers can automatically power down to save electricity when not being used but still should be turned off for evenings and weekends. Don't forget to consider sharing printers as this will decrease their idle time and provide for more cost-effective use of the equipment.

General

9. Use the stairs.
10. Unplug televisions and VCR's when not in use.
11. Do not leave personal radios, space heaters, or fans running unnecessarily.
12. If you have a refrigerator in your office, be sure that it is properly maintained. Clean the coils of the refrigerator twice a year.
13. If you have an energy saving tip that you would like to share, please email the "Green Team" or call x3070.

