

ENERGY-SAVING TIPS FOR YOUR OFFICE



- Enabling the monitor power management function on office computers, which automatically puts monitors to sleep when not in use, "wakes" them with a touch of the mouse or keyboard. To enable this function, please visit www.energystar.gov/index.cfm?c=pm_enable.pr_pm_home_enable.
- As much as 25% more energy is required to distribute air if your vents are blocked. Make sure that areas in front of vents are clear of office furniture, file cabinets, and stacks of paper.
- By lighting office space only when it is in use, you can reduce your lighting expenses by 10 to 40%. Turn off the lights in rooms that are not occupied, or when daylight is adequate.
- Turn off printers, copiers, and fax machines when they are not in use, especially at the end of the day and on weekends. These machines generate significant amounts of heat and increase the amount of air conditioning needed to cool your office.
- During the summer keep blinds closed while your windows are exposed to direct sunlight, and during the winter keep them open while the sun is out. A little common sense can go a long way towards making your office more comfortable.
- When your office is going to be unoccupied for long periods of time (i.e. weekends, holidays), adjust your thermostat to avoid conditioning unoccupied spaces. Lower the temperature a few degrees in the winter, and increase it during the summer – once you're back in the office, adjust it to the normal range.

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