Energy Efficiency Fact Sheet: Office Equipment

Offices are often the last place business owners look to make energy efficiency improvements, yet even apart from lighting there are many things that can be done. Computers, printers, fax machines, photocopiers, refrigerators, urns and kettles can all waste energy. The good news is that you can make your office energy efficient with very little effort.

Quick and easy things to do

💡 **Move low-use office equipment together to naturally-cooled rooms.** All electrical equipment generates heat, which adds to cooling costs. Moving low-use equipment such as photocopiers, printers, fax machines, water coolers and refrigerators to naturally cooled rooms will save energy.

💡 **Switch equipment off at the power point.** Many appliances use standby power even when they are not being used for their primary purpose. Switching off equipment at the power point overnight and on weekends can save up to 20% of total energy use.

💡 **Use energy saving settings on computers.** Monitors and hard disks can be automatically switched to low power modes after periods of inactivity. Most monitors use 10% power in standby or sleep mode, while most hard disks use only 5%.

💡 **Print and copy in batches.** Most printers and photocopiers use energy at their highest power rating when they are warming up. Printing and copying in batches minimises warm-up time and saves energy.

💡 **Switch to low resolution print settings.** Printing at 300dpi instead of 600dpi saves toner and reduces environmental waste. Use timers and other controls to ensure compressor is on for the minimum amount of time.

💡 **Build an energy efficient office culture.** Set good energy efficiency policy then train staff, evaluate performance and reward good behaviour.

Energy Savers

Remote-controlled power sockets

Computer energy saving settings

Build an energy efficiency culture

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Investments in Energy Efficiency

💡 **Measure and monitor energy use.** Power meters and energy monitors are a low-cost way to find out where energy is being used in your business. Learning how to measure and monitor energy usage will help you remain energy efficient for the rest of your life.

💡 **Replace tube-style monitors with LCD monitors.** Liquid crystal display (LCD) monitors use 50% less energy than cathode ray tube (CRT) monitors and are usually cheaper to buy.

💡 **Buy Energy Star rated equipment when upgrading.** Energy star rated appliances meet mandatory energy performance standards, which are designed to help the consumer make energy-wise equipment purchases. Check out the Energy Star product comparator website: http://reg.energyrating.gov.au/comparator/product_types

💡 **Upgrade to energy efficient products.** An energy audit will determine whether or not this is profitable for your business. Register for a free energy audit at **3eproject.org.au**.

Did you know?

💡 Screensaver mode on your computer can use up to 30 times more energy than standby mode.

💡 Roughly 50% of water that is boiled in offices for tea and coffee is never used.

> **"People in the office used to look at me funny because I was always telling them to turn their computers off at the end of the day. We then had a lovely man come in to teach us about energy efficiency and now people tell me to turn <u>my</u> computer off when I forget!"**
>
> - **Shi Ling, Parramatta**

Energy Savers

Plug-in power meter

Energy monitor

✔ ✘

LCD vs CRT monitor

Energy star rating

For further information contact the 3E Project Team on 1800 242 845 or by email at info@3eproject.org.au

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