

office equipment and appliances



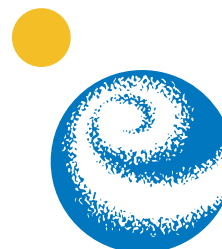
In a typical office, equipment such as photocopiers, computers, printers, fax machines, refrigerators and water heaters can account for up to 30% of energy consumption.

Follow these energy tips to save money and help the environment.

- Turn off your computer screen if you leave your desk for more than 15 minutes. You can save as much as 50% of the energy that would have been consumed by your computer in your absence.
- Switch off equipment at the end of the day. Even if you leave equipment on "standby" overnight, energy will be wasted.
- If you have a hot water urn, consider installing a timer. This will ensure that water is not being boiled at night or weekends, if not required. If there are only a few staff a kettle will be more economical.
- Support renewable energy, buy **Green Power**. Call **136 206** for information on the **Green Power** products available to you.
- Use multi-functional office equipment. For example a fax/photocopier/printer. Having one machine saves energy when compared to two or three.
- Consider installing motion sensors to control lighting in areas which are used less frequently. These will ensure that lights are automatically turned off when the area is unoccupied.
- Paper reducing strategies, such as double-sided printing, re-using paper and email not only saves energy but conserves staff time.
- Make sure all your office equipment – faxes, computers, printers etc. have the 'Energy Star' function and it is enabled. For more information please see www.energystar.gov.au.

For information about
how you can save **energy**
in your business contact:

Moreland Energy Foundation
ph **03-9381 1722**
www.mefl.com.au



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Energy saving checklist for office equipment and appliances

Work through the following checklist to see where you can improve the efficiency of your operations and equipment.

The more **"Yes"** answers you have, the more **energy smart** your operations are.

Are copiers / printers turned off when not required? (especially weekends and nights).	Yes	No
Is the ENERGY STAR® function enabled on office equipment?	Yes	No
Is the hibernation function used in preference to screen savers?	Yes	No
Are computer monitors being turned off when not in use for more than 10 minutes?	Yes	No
Is multi-functional equipment being used where appropriate?	Yes	No
Are other office appliances (kettles, urns, TV's, laminators etc.) being used efficiently and are they turned off at night / weekends?	Yes	No
When buying new equipment is energy efficiency considered?	Yes	No
Is the copier being used appropriate for the amount of copying required?	Yes	No
Have you considered using laptop computers / flat screen monitors instead of desktop models if this is an option?	Yes	No
Have you considered using ink-jet printers instead of laser printers if this is an option?	Yes	No
Is email being used instead of faxing / printing wherever possible?	Yes	No
If there are only a few staff is an electric kettle being used instead of a continuously boiling urn?	Yes	No
Have staff been made aware of the importance of saving energy?	Yes	No