

Office Top Five Ways to Protect the Power



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Thirty percent. That's the amount of energy the average commercial building wastes. If you've never done anything to save energy at your building, chances are you have a lot of room to improve. In fact, it's often possible to reduce energy use by 10 percent with little or no cost.

1.

Turn off lights when not in use or when natural daylight is sufficient. This can reduce lighting expenses by 10 to 40 percent. Maximize daylighting ... sunlight is free! Open or close blinds to make the best use of natural daylight sources to reduce lighting during daytime hours.

2.

Modify the temperature in the office based on the season and business hours. You can save up to 3% for each degree the thermostat is raised in the summer and lowered in the winter.

3.

Make sure all air vents are clear of paper, files, and other office supplies. Blocked air vents means your HVAC system has to work harder and use more energy to circulate cold or warm air in the office. As much as 25 percent more energy is required to distribute air if your vents are blocked.

4.

Turn off your monitors at the end of the work day. When counted together, computer monitors use more energy than any other piece of office equipment. Enable the power management function on office computers, which automatically puts monitors to sleep when not in use.

5.

Turn off office equipment when it is not needed at night or on the weekends. About 30 to 40% of office equipment is left on at night and on weekends. Activate sleep settings on all printers, copiers, fax machines, scanners, and multifunction devices so that they automatically enter a low-powered sleep mode when inactive.