How to save Energy in the Workplace?

MALAKOFF *UTILITIES*

1 Upgrade your office equipment.

- Replace your office equipment with energy efficiency rated equipment which ensures that every piece of equipment is made specially to reduce and save costs on energy usage.
- Use ink-jet printers in place of laser printers, and laptop computers in place of desktop computers to save up to 90 more energy.

2 Enable the hibernation and sleep modes on your office computers.

This will allow your computers to save energy when you step away for breaks and meetings.

- Modify your energy settings within the Control Panel on Windows computers and in the System Preferences menu.

3 Turn off electronics at the end of each workday.

- Don't leave equipment on standby mode. They will continue consume energy.
- Ensure in built energy saving software is activated. A screen saver is not a power saver.
- Switch computers off when not required. Even switching a monitor off over tea and lunch break prevents excessive heat build up in a room.

7 lean and repair your office's heating, venting, and air Conditioning (HVAC) system on a routine basis.

A clean and working HVAC system will help largely reduce your energy bills, whereas a dirty or faulty HVAC system will work harder to cool or heat your office.

- Clean or replace the office's HVAC air filters, and clean all the evaporators, condensers, coils, and heat exchanger surfaces at least once per month. In some cases, you may need to hire an HVAC contractor to safely and effectively perform these tasks for you.

5 Install weather strips on doors and around windows.

This will prevent air from escaping your office when the air conditioner or heater is running; which can be especially important for offices located in regions of severe weather.

6 Modify the temperature in the office when not in use.

After office hours and during weekends, energy can be saved by increasing the temperature of the thermostat during hot weather, and by lowering the temperature in cold weather.

4 Take advantage of natural sunlight.

- Use daylight where possible. It's free and more pleasant than artificial light
- Trim or remove trees or any things near your windows to maximize your exposure to sunlight and reduce shadows.
- Paint the walls of your office white or in another light shade to enhance the effect that the natural light has on your work space.