IDEAS

Sligo Institute of Technology Optimising Power @Work Campaign

OPTIMISING POWER @ WORK

We're taking part

OPW
Oifig na nOibreacha Poiblí
The Office of Public Works

IT Sligo
An Institiúid Teicneolaíochta, Sligeach

We need **passionate**, **proactive** people who can help to **generate** ideas and champion **green initiatives**.

To find out more and get involved, email us at energy@itsligo.ie

OUR CARBON FOOTPRINT

Gas and electricity used on campus produces thousands of tonnes of carbon emissions every year.

You and your colleagues can have a big impact on the energy consumed on campus and its carbon footprint.

BE A GREEN HERO

Help Sligo Institute of Technology achieve its 33% energy reduction target

Ireland has a National Energy Efficiency Action Plan to reduce energy consumption by 33% across the Public Sector by 2020.

Be a green hero and help Sligo Institute of Technology achieve their 33% energy reduction target by conserving energy.

You can help us reduce energy consumption. View our **TOP TIPS** on how you can save energy now.

BRIGHT IDEAS

Over the coming months we will be investigating ways to make Sligo Institute of Technology more energy efficient.

We welcome your **BRIGHT IDEAS** for energy improvements email us at energy@itsligo.ie

OPW
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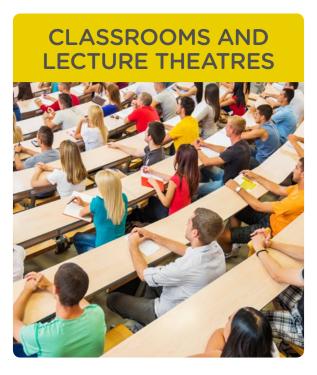# EVERYONE CAN HELP TO MAKE A DIFFERENCE

We know that you're probably rushed off your feet.

So to make your life easy we've boiled down the complex world of energy
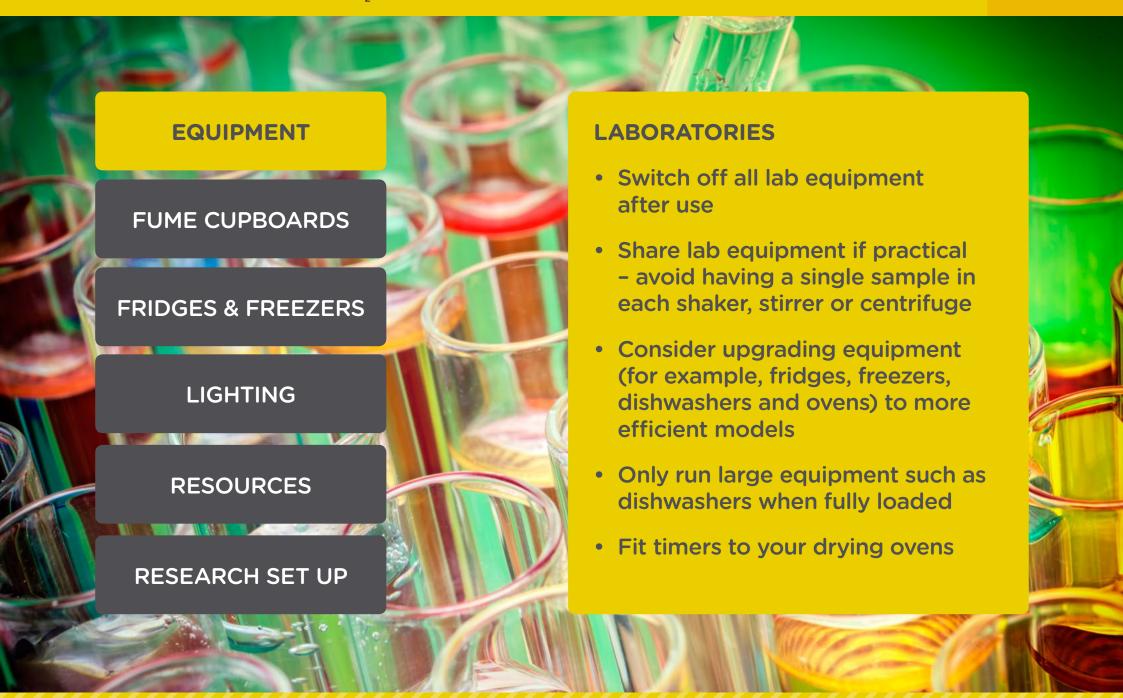
saving into these simple TOP TIPS!

TOP TIPS

LABORATORIES

CLASSROOMS AND LECTURE THEATRES

GENERAL

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP

LABORATORIES

- Switch off all lab equipment after use

- Share lab equipment if practical – avoid having a single sample in each shaker, stirrer or centrifuge

- Consider upgrading equipment (for example, fridges, freezers, dishwashers and ovens) to more efficient models

- Only run large equipment such as dishwashers when fully loaded

- Fit timers to your drying ovens

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP

FUME CUPBOARDS

- Shut the sash on fume cupboards whenever you walk away

- Turn them off when not in use

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP
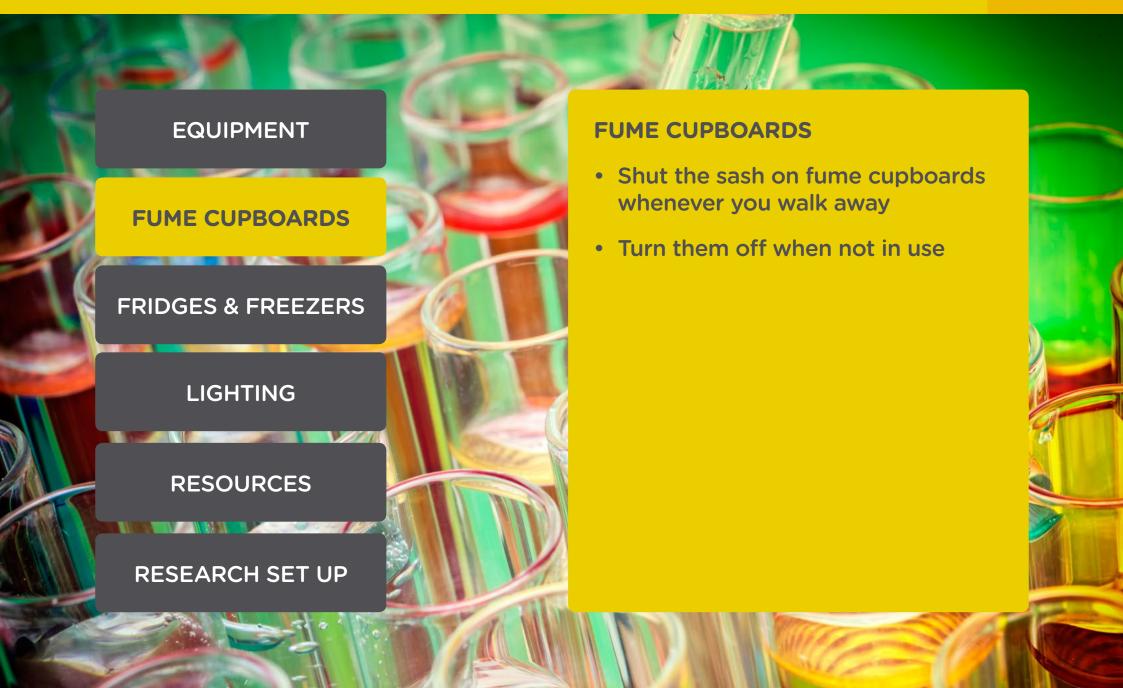
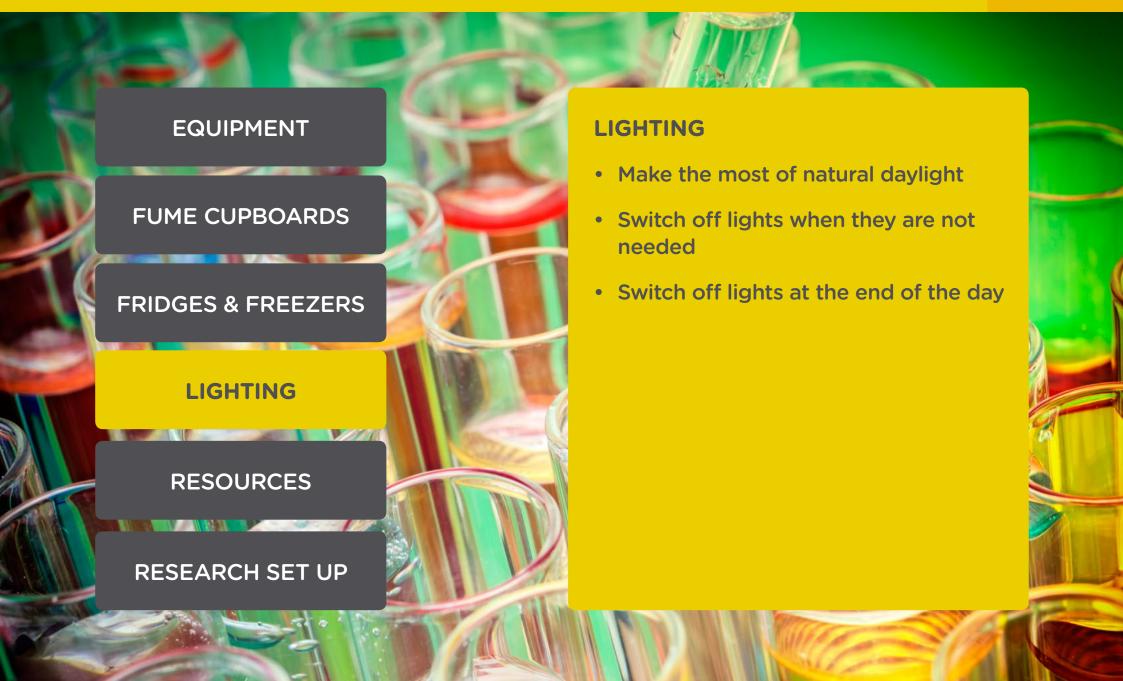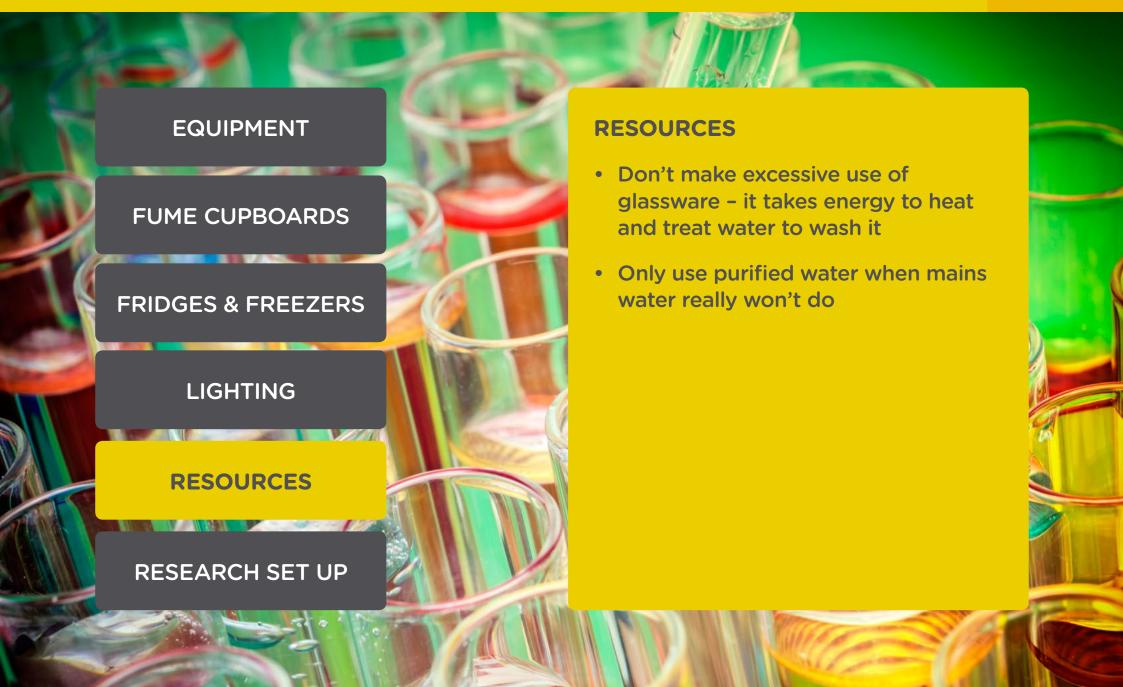## FRIDGES AND FREEZERS

- Declutter fridges and freezers: dispose of redundant samples

- Make sure they aren't being stored at temperatures colder than they need

- Is there scope to reduce number of standalone fridges /freezers and centralise into walk ins

- If there are spaces not used in the fridge fill them up with water bottles and fill empty freezer drawers with crumpled up newspaper

- Where possible locate fridges and freezers away from sources of heat

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP

LIGHTING

- Make the most of natural daylight

- Switch off lights when they are not needed

- Switch off lights at the end of the day

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP

RESOURCES

- Don't make excessive use of glassware – it takes energy to heat and treat water to wash it

- Only use purified water when mains water really won't do

EQUIPMENT

FUME CUPBOARDS

FRIDGES & FREEZERS

LIGHTING

RESOURCES

RESEARCH SET UP

RESEARCH SET UP

- Consider energy consumption as part of the process when setting up research activities

EQUIPMENT

SPACE UTILISATION

LIGHTING

KEEPING WARM

CLASSROOMS & LECTURE THEATRES

- Switch off equipment when not in use

- Ensure computers, monitors, projectors and smart boards are switched off at the end of each session

- Leave air conditioning equipment in automatic mode where possible.

- When cooling turn off air conditioning when not needed and do not have it set cooler than 23 degrees

EQUIPMENT

SPACE UTILISATION

LIGHTING

KEEPING WARM

SPACE UTILISATION

- Where possible ensure room size is proportionate to occupants to minimise energy waste

- E.g. Avoid situations where one student can often be found working in a large conditioned theatre with all lights on etc

- Avoid allocating activities to multiple buildings outside core hours. During weekends and holidays centralising room use to one building would yield significant energy savings allowing services to be shut down to most campus buildings

EQUIPMENT

SPACE UTILISATION

LIGHTING

KEEPING WARM

LIGHTING

- Switch off all lights when you are the last to leave a room / area

- Use daylight where possible. It is free and more pleasant than artificial light

- Use appropriate levels of lighting. For example a lecturer working alone in a classroom may only require the lights above her desk

- Report faulty light sensors to the maintenance team via the staff portal

EQUIPMENT

SPACE UTILISATION

LIGHTING

KEEPING WARM

KEEPING WARM

- Keep windows closed while the heating is on

- Keep doors into the building closed

- Report areas that are too warm or too cold to the maintenance team via the staff portal

- Also report any defective windows and doors causing draughts etc

- Ensure radiators are exposed to allow the heat to radiate throughout the room

- Wear appropriate clothing for the time of year

COMPUTERS & IT

LIGHTING

EQUIPMENT

PRINTING & COPYING

WATER USE

GENERAL

- Set up automatic power saving settings on your PC / device. (Start Menu – Control Panel – Power Options)

- When taking a break from your PC put the device into sleep mode. (Start Menu – Shut Down – Sleep)

- Do not use screen savers – they don't save energy

- Switch of printers and photocopiers at the end of the day

COMPUTERS & IT

LIGHTING

EQUIPMENT

PRINTING & COPYING

WATER USE

LIGHTING

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COMPUTERS & IT

LIGHTING

EQUIPMENT

PRINTING & COPYING

WATER USE

ELECTRICAL EQUIPMENT

- Switch off electrical equipment when not in use

- Unplug mobile chargers and other charging devices

- Don't leave devices on standby. Generally standby energy use accounts for 20%

COMPUTERS & IT

LIGHTING

EQUIPMENT

PRINTING & COPYING

WATER USE

PRINTING AND COPYING

- Don't print or photocopy unless absolutely necessary

- Set your printer to print on both sides by default

- Keep photocopier lids closed

- Keep photocopiers on 'eco mode' and switch off at the end of the day

COMPUTERS & IT

LIGHTING

EQUIPMENT

PRINTING & COPYING

WATER USE

WATER USE

- Don't leave taps running

- Make sure taps
  are properly turned off

- Report defective taps
  to maintenance via the staff portal

- Only boil the water you need - fill a
  kettle only as full as you need it