Top tips

- Switch off the lights when you leave a room and anywhere you see they are no longer need

- Power down your computer at the end of the day, over lunch breaks and while at meetings.

- Set your PC's sleep mode to come on after 5 minutes and hibernation mode to come on after 30 minutes. Dim the brightness of your display screen.

- Set your printer to print on both sides of the paper by default and consider if it really needs printed at all.

- Thermostatic radiator valves left at position 2-3 will modulate to maintain comfort levels. Setting them higher will not heat the room faster.

- Obstructions in front of radiators will block the heat from circulating.

- Chargers should be unplugged as soon as possible.

- Make sure taps are properly turned off.

Optimising Power @ Work

Optimising Power @ Work aims to contribute towards the national 33% energy reduction target for the public sector in Ireland, reducing carbon emissions and cutting energy bills for each participating organisation.

For further information or to find out how your public sector organisation can join Optimising Power @ Work, please contact us:

Email: info@opw-energy.ie

Tel: 01 647 6366

Fax: 01 676 7363

Web: www.opw-energy.ie

Energy Conservation Unit

Office of Public Works

52 St. Stephen's Green

Dublin 2

OPW

Oifig na nOibreacha Poiblí
The Office of Public Works

SAVE

Optimising Power @ Work

Saving Energy @ Work

Lighting

- Make it a habit to switch off lights when you leave a room. Lighting can account of up to 25% of the carbon emissions from a building. Therefore switching them off can really make a difference.

- If you notice lights left on in empty rooms, switch them off. It is a popular myth that it is cheaper to leave a light on.

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

- If they day brightens up take note and switch off the lights that are not needed.

- Only use the required lights for any task. For example, someone working alone in an open plan area may only require the row of lights above their desk.

- Ensure outside lights are only on when required. If these are operated with a time clock, check that it has been corrected when the clocks change.

- Label light switches. This is important for any multiple light switches. Then it becomes clear which lights can be switched off on sunny days or when no-one is working in that area.

Cooling

- If the air conditioning is on keep the windows and doors closed.

- Temperatures should be set at no less than 24°C. Setting controls lower will not make the room cool down any faster but will waste energy.

- Electrical equipment, such as computers, monitors and printers generate heat when they are on. To maximise the overnight cooling of the office all non-essential equipment should be switched off.

Heating

- Room temperatures should be set at no more than 20°C. Setting controls higher will not make the room heat up any faster but will waste energy.

- Thermostatic radiator valves should be left at position 2-3, and will modulate to maintain comfort levels.

- Keep doors and windows closed while the heating is on. Otherwise heated air escapes and cold air comes in.

- Ensure radiators are not blocked with furniture, this affects the heat available to the room.

- Avoid heating unused spaces such as corridors and storerooms. These areas should be set to a lower temperature.

- Report any changes in building occupation hours and make sure they are updated within the controls.

- Report any factors which affect comfort levels such as draughty windows and doors. A simple repair could save energy and improve user comfort.

- Putting on a jumper is the same as turning up the heat by three degrees.

Water

- Only fill the kettle as full as you need it. Use hot water dispensers where possible rather than a kettle.

- Turn on dishwashers only when they are full.

- Wash dishes in a plugged sink or bowl rather than running water, saving both energy and money.

- Make sure taps are properly turned off.

- If you shower at work, spend less time in the shower. Take the 3 minute challenge. Take as long as you want in the shower but only run the water for 3 minutes.

Computers and IT

- Switch computers off when not required. Even switching a monitor off over tea and lunch break prevents excessive heat build-up in a room.

- Reduce screen brightness. Default settings for screens on laptops, tablets or phones is often set high, consuming relatively large amounts of energy.

- Ensure in built energy saving software is activated. A screen saver is not a power saver.

- Equipment on standby can continue to use up to 70% of normal power consumption at no use. Set up sleep modes on all computers, copiers, fax machines and printers which they should go into after about 15 minutes or less.

- Use a laptop computer instead of a desktop computer where practicable. A laptop can consume up to 80% less energy.

- When purchasing new equipment make sure it is energy efficiency.

Electrical Equipment

- Keep refrigerators small and new. Old refrigerators tend to be heavy on the electricity and even more so if they are oversized for your needs. Consider rationalising them to a few mini-refrigerators.

- Check if holding temperatures in vending machines can be increased or switched off at night without compromising food quality.

- Use power strips or remote control sockets and attaching clusters of electronics that can be shut off at once to them. Then at night, or when shutting down the office for the day, flick off the power strip to effectively "unplug" everything at once.

- Use plug-in timers on water coolers and coffee machines where appropriate.