

OFFICE ENVIRONMENT ENERGY SAVING



TOP TIPS



Myth

It's better to leave fluorescent lights on rather than turning them off when you leave a room

Reality

This consumes unnecessary energy. A fluorescent tube uses over five hundred times more energy if left on for fifteen minutes than the energy needed to restart it.

75KG OF CO2 =

1,744 PARTY
BALLOONS OF CO2



Myth

Turning a computer on and off frequently uses more power and damages the hard drive

Reality

The belief that frequent shut-downs are harmful persists from the days when hard drives did not automatically park their heads when shut off.

Modern hard drives are not significantly affected by frequent shut-downs.

➡ **Turn your lights off** - in your room if they are not needed. Modern lights do not need a lot of energy to turn on. The idea that it uses more electricity to turn lights off/on as against leaving them on is false. Even if you are leaving your room for 10 minutes it is still worth turning the lights off.



➡ **Don't turn your lights on** - If your room is light enough, consider whether you need the over-head lights on at all. Use daylight where possible. It's free and more pleasant than artificial light



➡ **Switch off your mobile phone charger when finished charging?** If you don't, it will keep drawing almost as much energy as when charging and you will generate 35-70 kg of avoidable CO2 each year. In fact 95% of the energy used by mobile phone chargers in the UK is wasted energy.

➡ **Switch off your monitor when not in use.** Even if only for 10 mins. Your monitor uses twice the energy of your PC.



➡ **Turn off your computer** at the plug when you leave for the night - also any other equipment that goes into stand-by mode when not in use. Don't leave equipment on standby mode. They continue to use up to 70% of normal power consumption at no use.



Make sure energy saving features on PCs, printers and photocopiers are enabled