



**Tips for
saving energy
in the office**

SPONDA



Why is all this done?

The effect of energy efficient actions is concretized in the energy bill. However, the reasons why we all should begin to think about our energy consumption are elsewhere, mainly in our common environment. Fortunately, savings in the energy consumption can be reached by very simple actions. It already makes a difference if we begin to think about our energy use and thus develop our ways of working towards energy efficiency.

This guide offers information about the methods to reduce the energy consumption and as you notice, it does not require huge effort or large investments.

You can make the savings true!

Consumption of electricity



As a user of the premises, your actions have a major effect especially to the electricity consumption of lighting and office equipment. Together these two areas may cause even 60% of the electricity use of premises. Consequently, you can reduce consumption significantly with the help of the following hints.

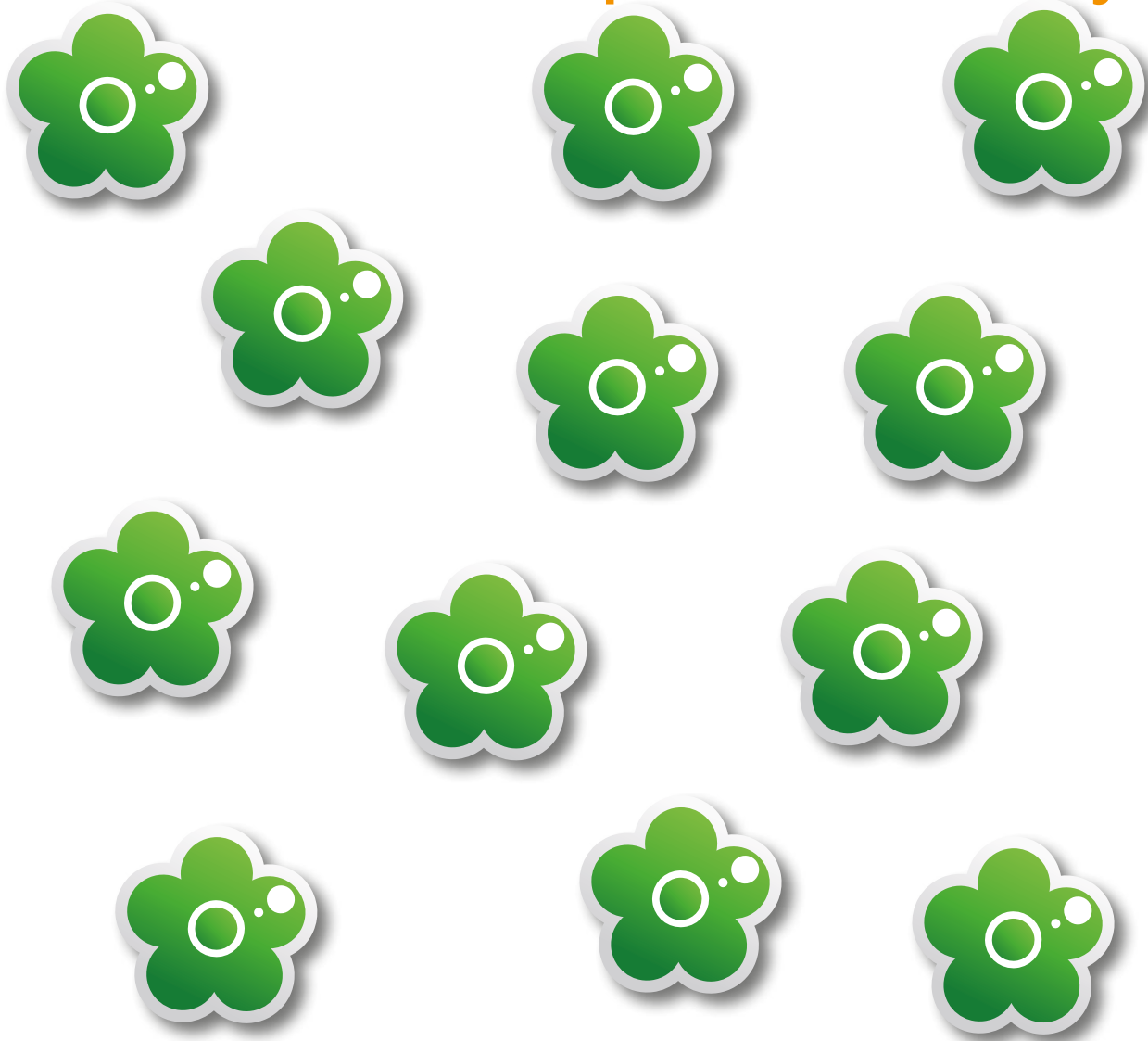
Consumption of electricity



Computers and peripheral devices

- A laptop is an energy-wise choice, because it consumes only about 10 % of the amount of electricity used by a PC
- **Activate energy saving features** to all office equipment
 - Set short time delays for stand-by and power-down modes
- Set an **empty screen screen saver**, because pictures and animations might use even more energy than normal operating applications
- **Switch off your computer** always when you are not using it
 - In normal use, the electricity consumption of a computer can be reduced by even 75 % if it is switched off every time when it is not going to be used for a while
 - The surge of current used when starting up a computer is similar to the amount of electricity a computer consumes in just a few seconds during it's running time
- **Switch off the monitor** always when you
 - leave your work desk
 - go to a meeting
 - go to lunch break
- Do not turn the computer on until you need to use it
- **Disconnect the battery chargers from the socket** when the charger are not in use
- **Do not leave** the equipment **into stand-by mode** instead of switching off, because stand-by uses electricity as well
- The easiest way to save electricity is to **switch off** all equipment that is not in use!

Consumption of electricity



Copiers and multifunction devices

- Make only double-sided copies and prints
- Familiarize yourself with the energy saving modes of copiers and multifunction devices
 - When the device is in power-save mode (e.g. in the late afternoon), consider if the printing could wait until next morning
 - If the copy machine is left on, it consumes in one night the amount of energy to print 1500 copies
- Avoid unnecessary printing

Consumption of electricity



Lighting

- Make a good use of natural daylight by positioning the work desks in suitable way
 - The indoor lighting can thus be reduced during the brightest daytime
- Turn off the lights
 - from the spaces that are not constantly occupied (e.g. meeting rooms, kitchens and storages)
 - if you are the last one to leave the room

Consumption of electricity



Breakout areas

- Boil only as much water as you need
- Avoid opening the fridge door more than you need to
- Turn off the coffee maker and put the coffee into a thermos bottle
 - Keeping the coffee warm in the coffee maker can cause extra cost of 300 Euros per year per machine
- Use the stairs instead of lifts

Heating and cooling



Keeping an adequate room temperature and preventing the loss of heat are key factors in reducing the heating consumption.

Heating and cooling



Reducing the need of heating

- **Monitor the room temperature** and if necessary, adjust it from the thermostat or contact the maintenance staff. During the heating period, the room temperature should be between 20 and 22 degrees Celsius
 - If you cannot adjust the room temperature, contact the maintenance staff to do it
 - Avoid overheating, because every degree more raises the energy bill by 5 %!
- **Do not cover a radiator thermostat** by e.g. curtains or furniture, because then it cannot measure the room temperature and adjust the valve correctly

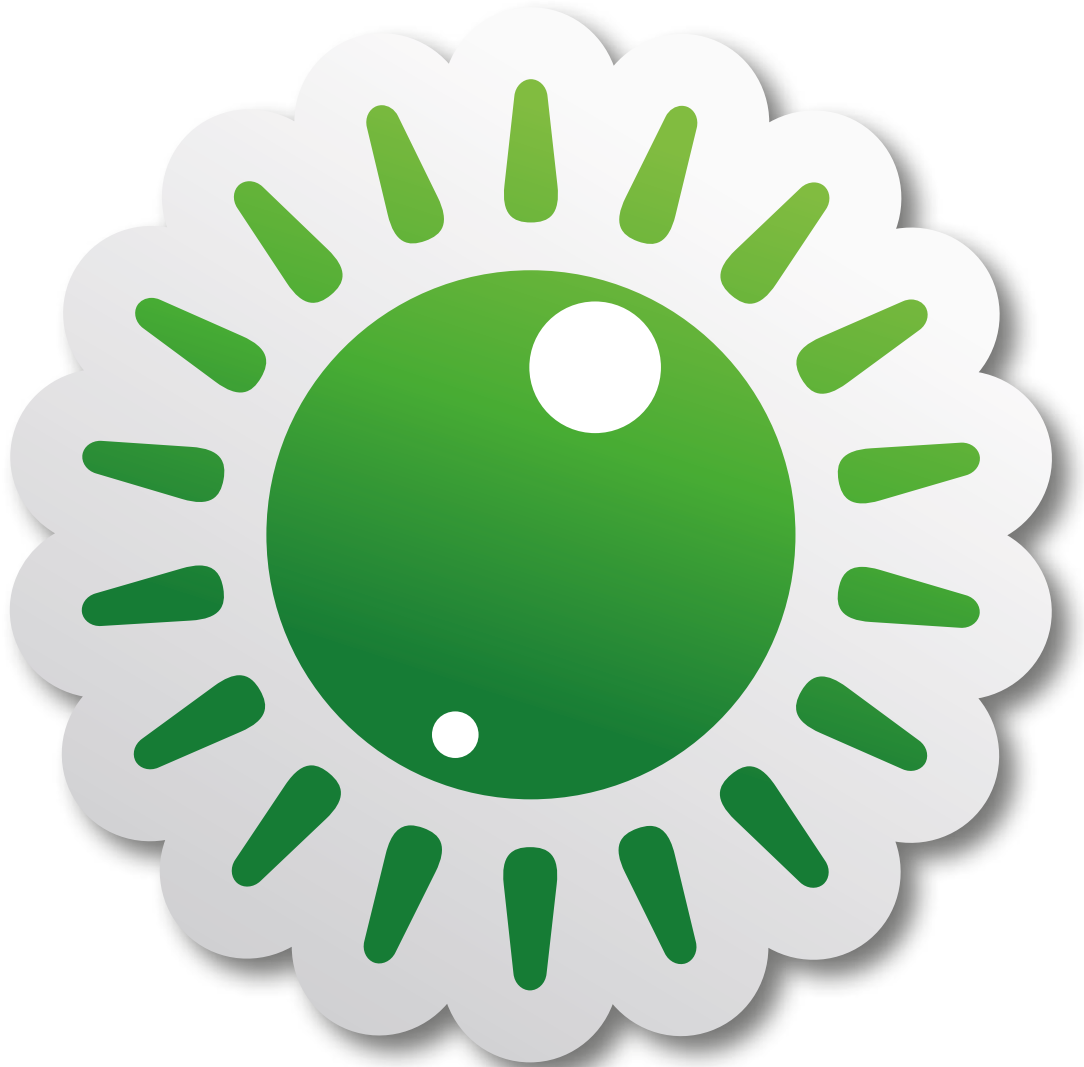
Heating and cooling



Reducing the need of heating

- If there is draught in the premises, **contact the maintenance staff** to find out the reason instead of increasing the heating power
- Avoid wasting heat
 - Instead of leaving the window open a crack for a day, ventilate quickly and effectively
 - Close the venetian blinds or the curtains for the night. It reduces the loss of heat as much as an extra window glass!
- **Do not ventilate** for lowering the room temperature. Instead, contact the maintenance staff
 - Radiators with thermostatic valves increase the heating power if the room temperature decreases

Heating and cooling



Reducing the need of cooling

- The heat effect of the Sun can be reduced with curtains and venetian blinds
- Ventilating from the shadow side brings in cool air
- Turn off the lights from the premises that are not occupied and switch off all equipment that is not in use
 - Diminishing the heat load generated by lighting and electrical devices decreases the need for cooling as well

Water consumption



Reducing the water consumption helps to save the environment and lowers the water bill. Special attention has to be paid to warm water use, because producing it requires also heating energy.

- Avoid running the water unnecessarily
- Cutting the consumption of warm water saves heating energy as well
- If you notice a leaking toilet or a dripping tap, notify the maintenance staff immediately
 - A continuously leaking toilet can cause extra cost of thousands of Euros

Tips to reduce the energy bill at home



- If you wash small amounts of laundry, choose washing program that uses less energy and water
- The temperature in sauna should not be over 80 degrees Celsius
 - If the sauna is heated up to hundred degrees, it increases the energy consumption by 30 %
- Avoid overfilling the fridge and opening the fridge doors more than you need to
- Check the condition of radiators and thermostats
- Replace standard light bulbs with energy saving bulbs
- Seal windows and balcony doors to minimize heat loss. Moreover, this reduces the feeling of inconvenient draught and the maintenance need of the windows and doors
- Correctly set water flows save domestic water
 - 12 litres per minute is sufficient for shower tap and 6 litres per minute for kitchen tap
- Purchase only energy efficient devices
 - The energy efficiency of domestic appliances is defined from A to G, where A-class appliances use 45 % less energy than EU average
 - Energy efficient office devices have Energy Star symbol
- Turn devices off instead of leaving them to stand-by mode

If you are the last one to leave the premises, make sure that the lights and office equipment are switched off!



Did you know?

Especially in winter time, it is reasonable to avoid using several high power devices at the same time for keeping the maximum power low. Maximum power is very expensive and raises the average price of electricity.

Carbon dioxide emissions incurred by the energy consumption of an office building during its life cycle corresponds to emissions of 2300 cars per year.

Energy saving features, such as power off and hibernate modes, can reduce the energy consumption of an individual device up to 80 %.

Energy saving light bulbs use less energy than standard light bulbs and they can last up to 15 times longer.

The amount of electricity a fluorescent lamp uses during only few minutes of running time is hundred times more than the surge of current used to turn the lamp on.

Remember to

- switch off the screen, when you leave your desk
- switch off the computer, when you are not using it
- activate short time delays to the energy saving features of your computer
- disconnect the battery chargers from the socket when they are not in use
- turn off the lights
- turn off all the equipment you are not using

Support

- electronic data management
- natural daylight in lighting
- using stairs instead of lifts
- duplex printing

Avoid

- unnecessary printing
- ventilating while heating is on
- keeping the water running unnecessarily

Remember

Support

Avoid



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The content of this guide is created based mainly on energy efficiency material by Motiva Oy.
Source: www.motiva.fi