



Power Smart Tips for Work

POWER SMART EMPLOYEE AWARENESS

Here are a few Power Smart tips to help you save energy at the workplace.

Turn off your monitor when not in use, even if it's just for 15 minutes

Did you know that your monitor uses up to 75% of the energy powering your computer?

Enable ENERGY STAR® features on your computer

By activating the energy-saving feature of your monitor, you will save energy. Look in the Windows control panel under display settings for this feature.

Turn off photocopiers during off-hours

Operating photocopy equipment efficiently will reduce energy use by 25% or more. Consider setting the copier to the energy-efficient setting, this will reduce the amount of energy consumed when it's not in operation. However, it is still using energy, so when practical – turn it off!

Turn off machines and equipment when not needed

Turn off printers and other office machines when not in use as they can idle as much as 90% of the workday and are often left running at night and on weekends. In many businesses, this simple approach can achieve big savings.

Unplug chargers

Unplug equipment chargers, such as laptops and cell phones, when they are not charging.

Turn off lights when areas are not in use

Turn off your lights when you leave your office/cubicle/area and in other unoccupied areas such as copy rooms, break rooms, conference rooms and restrooms.

Make use of the sun

If your lights can be controlled separately, turn them off whenever there is enough natural light available.

Adjust blinds

Adjust your blinds to deflect heat in the summer, and keep heat in during the winter.

Adjust lighting levels to match needs at different times

Before and after “public” hours, use lighting appropriate to need. Full lighting may not be necessary when performing several tasks, such as presentations cleaning or stocking. Use dimmers, and controls (if available) to turn down the lighting or use the lights required for the task.

Remember every little bit counts! For more energy-saving ideas visit www.bchydro.com/worksmart

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