



## SAVE ENERGY AT WORKPLACE

### USE DAYLIGHT OR TASK LIGHTING

Open the shades and use natural lighting. Turn off the overhead lighting. The University would save at least \$14,000 per year if occupants in private offices used natural light instead of overhead lights for just 3 hours every day.

If natural lighting is not adequate, use fluorescent or LED task-lighting instead of overhead lighting. If currently using a desk or floor lamp with incandescent bulb, replace with Compact Fluorescent Light bulb. Using an energy efficient task light instead of overhead light could save over \$20,000 per year.

### GO DARK



Turn off the overhead and/or task lighting when you leave the room for more than 15 minutes and at the end of each day. If we all remembered to just turn off our lights before we leave, we could save over \$90,000 per year.

Did you know that the University spends over \$15 Million per year on utility costs?

**YOU HAVE THE POWER** to reduce energy usage and save over half a million per year.

### REDUCE PERSONAL LOADS

Reduce office equipment and plug-load and share devices. Use the copier/scanner/printer/fax machine in the common work room instead of having your own desktop equipment. In general, try to minimize printing, copying and faxing and use electronic documents to accomplish the tasks instead. Consider 2-sided printing and copying to reduce paper use.

Do not bring personal space heaters, air-conditioners, humidifiers, dehumidifiers, air purifiers, refrigerators, coffee makers, food warmers, and decorative plug-in items. If you have an older CRT monitor, consider replacing it with a new Energy Star<sup>®</sup> labeled LCD monitor. Consider laptops instead of desktop computers to reduce computer electricity usage by 75%.

If every staff/faculty reduced their equipment and plug-load by just 100 Watts, it would add up to over \$30,000 in savings per year.

### UNPLUG OR USE A POWER STRIP

Unplug and/or turn off equipment when not needed and at the end of each day. Unplug personal office equipment and electronics such as cell phones and laptops once they are charged. Adapters plugged into outlets use energy even if they are not charging and create ghost or vampire loads.

If unplugging is inconvenient, use a power strip as a central "turn off" point when you are using equipment such as monitors, speakers, task lighting, chargers, and desktop printers to completely disconnect the power supply. Do not unplug or turn off computers at power strip as the settings may be lost in case of a battery drain out. Properly shut down the computer instead. Do not turn off or unplug fax machines. Reducing vampire loads by unplugging equipment could save over \$22,000 per year.



## BUY ENERGY STAR

When purchasing new office equipment, make sure it is ENERGY STAR labeled. Office Equipment that has earned the ENERGY STAR not only uses less energy to perform regular tasks but can also be setup to enter a low-power mode when not in use. Desktop and notebook computers, tablet PCs, monitors, copiers, fax machines, printers, scanners, all-in-one machines, digital duplicators, external power adapters, mailing machines, water coolers, battery charging systems, cordless phones, televisions, DVD products, refrigerators are just few of the products that are available with an ENERGY STAR label. To get a list of qualified products or to check if a product qualifies, please visit [http://www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product](http://www.energystar.gov/index.cfm?fuseaction=find_a_product).

## LET IT SLEEP



### Money Isn't All You're Saving

Use the ENERGY STAR power management settings on your computer, monitor, copiers, and printers so they go into power save mode when not in use. Visit [http://www.energystar.gov/index.cfm?c=power\\_mgt.pr\\_power\\_mgt\\_users](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_users) to learn more about how to set up power management on your computer and monitor. Ask your IT professional to setup power management on copiers and printers. If all the equipment on campus employed power management, we would save over \$80,000 per year.

## DON'T MAKE IT WORK NIGHTS AND WEEKENDS

**Did you know that the campus uses as much energy during night time as it does during day time?** Let the building systems take a break when you are not around. Meet with others in your department/building and formulate a procedure for your specific work area to implement proper end of day shut down of lighting and equipment after hours and during breaks and intersession. Post the procedure in a common area. Reducing our night time load by just 30% would save over \$300,000 per year.

## STOP THE DRAFT

Keep the windows closed. A single open window can result in \$2,500 worth of conditioned air escape from the building annually. If the space is too hot, report the condition to Customer Service at 442-3480 instead of opening the windows. Additionally, keeping the shades drawn reduces heat loss/gain through glazed surfaces. Use your judgment regarding keeping the shades open to let in daylight versus keeping them closed to avoid heat loss/gain. Do close the shades before you leave at the end of the day.

## TAKE THE STAIRS

Exercise your muscles instead of the elevator motor and save over \$12,000 per year.



## BE A CHAMPION

Educate others on energy efficiency and sustainability. Don't feel shy to remind others to turn off the light or use the stairs. Bring any opportunities you identify for energy savings to the Energy Officer's attention.



Visit [www.albany.edu/facilities/energy](http://www.albany.edu/facilities/energy) for more energy savings ideas, resources and calculators and to report energy savings opportunity on campus to Indu, the University Energy Officer.

