

TIPS

FOR SAVING ENERGY AT WORK



HOUSING & ENVIRONMENT

THE UNIVERSITY OF GEORGIA
COOPERATIVE EXTENSION

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SAVING ENERGY AT WORK IS EASY!

You can follow a few simple guidelines to help save energy, money, and the environment.

When you're in the office:

- If you have a thermostat in your office, adjust it to an energy-saving setting. *During warmer months, set it to approximately 74 degrees. During colder months, set it to approximately 68 degrees.*
- Whenever possible, take advantage of natural lighting.
- Set computers, monitors, and copiers to sleep mode.

When you leave for a little while:

- Turn off the lights! *Turn off incandescent lights every time you leave the room. Turn off fluorescent lights when you leave for more than ten minutes (turning fluorescent lights on and off too frequently can decrease the lifetime of the equipment).*
- Turn off your computer monitor or set it to automatically to go into sleep mode.

When you leave for the day:

- Turn off the lights!
- Turn off the computer and other equipment or appliances (printers, radios, coffee makers, etc.). *Unplug the equipment or turn it off at the power switch. Many appliances consume energy even when turned off.*
- Set the thermostat a few degrees higher in the summer (between 76 and 78 degrees), and a few degrees lower in the winter (to approximately 65 degrees). *It will take less energy to cool the room back down or to heat the room back up in the morning than to maintain the desired temperature all night.*

You can also invest in a few easy, affordable upgrades to your office:

- Replace incandescent light bulbs with compact fluorescent lamps (CFLs). Although CFLs cost more than incandescent bulbs, you will save almost \$30 over the lifetime of the CFL bulb because it will last much longer and use less electricity.
- Purchase a Liquid Crystal Display (LCD) computer monitor. *LCD monitors are more energy efficient, take up less space, and provide a better quality image. LCD Monitors with the Energy Star® logo will save even more energy.*
- If you have a thermostat in your work area, talk to your employer about installing a programmable thermostat. *Save energy and money by programming appropriate temperatures for different times of the day and for different days of the week.*
- Install a motion sensor light switch. *Motion sensor switches save energy and money by automatically turning the lights on or off when you enter or exit the room.*

