



saving electricity
in the office!

switch it  off...

don't just 'stand by' and waste energy



follow these tips to cut your company's electricity bill.

You could save £100s every year!

computers and monitors

Make sure computers and monitors are switched off at the wall when not in use. Switch off the monitor when it's not being used for 10 minutes - screen savers aren't energy savers!

Energy Fact: Each computer (with flat screen monitor) that's left on standby overnight and at weekends wastes £20 a year. *That's £200 - and 860kg of CO₂ - for every 10 computers in your company!*



lighting

Install the most efficient light bulbs available. Swap older 38mm fluorescent tubes for slim line 26mm tubes - they use 10% less energy and can cost less. Swap old-fashioned bulbs for low energy compact fluorescent bulbs.

Energy Fact: Lighting in a typical office costs £3/m² per year and £1/m² per year in the most efficient offices.

photocopiers

Switch the copier off at night and at weekends - allocate responsibility to one person or install a timer. Ensure standby features are enabled for office hours when no copying is taking place.

Energy Fact: Leaving a photocopier on standby overnight and at weekends instead of switching it off costs your company £42 a year and emits around 183kg of CO₂.



printers

Only print when necessary to save energy as well as paper. Make sure the printer is switched off at night and at weekends.

Energy Fact: Switching off a laser printer overnight and at weekends, instead of leaving it on standby, will save your company £21 a year and cut CO₂ emissions by approximately 91kg.



purchasing

When purchasing new electrical appliances, look for the most energy efficient option. Look for the Energy Star logo on IT equipment & Energy Saving Recommended kitchen appliances like kettles & fridges.

Energy Fact: Buying the most efficient Energy Star PC and printer will save up to £200 in energy running costs over its lifetime (5-6 years) compared to the least efficient models.



costs of leaving office equipment on standby

Example: Running a computer costs £25 a year in electricity use and leads to 108kg of carbon dioxide (CO²) emissions. Switching It Off overnight and at weekends, instead of leaving it on standby, will save £17 a year.

Typical Office Appliance	Running Power	Standby Power	Annual running cost	Annual Co ² emissions (kg)	Annual standby cost
Personal computer (hard drive box)	40W	25W	£25	108	£17
Monitors Conventional CRT TV style	95W	15W	£30	128	£10
Flat screen	40W	5W	£12	50	£3
Laser printer	110	25	£24	104	£21
Photocopier	1000W	50W	£69	295	£42
Facsimile machine	25W	8W	£7	32	£6
Vending machine	500W	300W	£268	1152	£255

Notes: All costs based on 10p/kWh.

Based on the following usage: PCs & monitors on 8 hrs/day + 16hrs standby Mon to Fri and 24hrs standby Sat & Sun: all other equipment used 1 hr /day + 23hrs standby Mon to Fri and 24hrs standby Sat & Sun.

costs of running other office appliances include...

Appliance	Running Power	Usage	Annual cost	Annual Co ² emissions (kg)
Kettle	2200W	10 x 4 mins/day	£54	216kg
Desk Fan	50W	10 hours per week	£2.60	11kg
Mobile phone charger	3W	Switched on but not charging 23hrs/day	£2.50	11kg

Find out more about the Switch It Off Campaign at:

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www.worcestershire.gov.uk/switchitoff
www.coventry.gov.uk/switchitoff