

## Saving Energy Room By Room: The Office

# SAVING ENERGY ROOM BY ROOM THE OFFICE



- 1 Switch out older fluorescent lamps with LED replacement tubes or fixtures. LEDs offer high efficiency and better lighting quality. They are also easy to integrate with controls.
- 2 Many electric devices draw power continuously, even when they're not being used. Advanced power strips automatically shut off power to devices when no one is using them.
- 3 Network printers so that multiple employees can share them. This will save energy and help reduce paper waste.
- 4 When upgrading computers, consider laptop or tablet models. Today's laptops can perform most office-related tasks while using significantly less energy.optimize savings.
- 5 Computers are often left on all day, while seeing little use. You can save a lot of energy by using low-power sleep mode settings.

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ENERGY STAR<sup>®</sup> certified office equipment uses less energy than standard models, while providing the same level of performance.

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Personal appliances, such as space heaters, are costly and hard to control. Minimize their use by maintaining a comfortable temperature and making appliances available in a central area.

**Take a look around your office; see if you can implement more of these low-cost and no-cost energy suggestions to save energy, improve comfort and increase productivity.**

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