

General guidelines

- **Turn off the electronics at the end of the day** and also when they are not in use, rather than leave them on standby.
- **Use a power strip** for each group of electronics so all the appliances can be turned off at the same time when they are not in use.
- **Unplug 'vampire electronics'** (e.g. your cell phone or your laptop) so they do not use more energy.
- **The kitchen equipment** (fridge, microwave, kettle, etc.) **should also be used with energy efficiency in mind:**
- **Do not run refrigerated vending machines colder than they need to be.** In the case of hot and cold water dispensers reduce the holding temperature for hot water, and increase it for cold water.
- **Remove any unnecessary lighting on the machines** and supply reusable mugs to replace disposable cups.

OTHER ELECTRIC OFFICE EQUIPMENT

If we are already consciously using printers, copiers and computers in the office we should not forget about all the other 'energy eater' appliances around us either, e.g. DVD players, projectors, TV, kitchen appliances, and so on! Make the office a truly energy efficient place by taking every machine into consideration and by following the tips below.



1. **Turn off the electronics at the end of the day** and also when they are not in use, rather than leave them on standby.



2. **You can also use a power strip** for each group of electronics. With the strip's on/off button you are able to turn off the power to all the appliances when they are not in use.

3. **Unplug 'vampire electronics'** (e.g. your cellphone or your laptop). When they are fully charged, unplug the charger from the socket so it does not use more energy.

4. It is good to have a kitchen for the employees where they can store, reheat and eat the food they bring from home, instead of driving somewhere to have lunch. **The kitchen equipment** (fridge, microwave, kettle, etc.) **should also be used with energy efficiency in mind:**

- e.g. do not boil more water in the kettle than what you need for your hot drink,
- make sure that the refrigerator is properly set to ideal temperatures (*fridge: 5° C, freezer: -18° C*)



5. **Vending machines** – Do not run refrigerated vending machines colder than they need to be. In the case of hot and cold water dispensers reduce the holding temperature for hot water, and increase it for cold water.
6. **Consider removing any unnecessary lighting on the machines** and supply reusable mugs to replace disposable cups.
7. **Upgrade your equipment to energy-efficient appliances.** There are two main energy labelling schemes covering office equipment and electrical appliances: ENERGY STAR and the European Ecolabel Scheme. ENERGY STAR is a widely-recognised international labelling scheme for office equipment. Items that carry the label use significantly less power than standard models. The EU ENERGY STAR database lets you pick the most energy efficient models. Ecolabel is a Europe-wide scheme that endorses products and services which have a reduced impact on the environment.

TOP TIPS FOR CHAMPIONS

It can be useful to establish routines to minimise the amount of energy consumed by your office equipment. Draw up an office equipment energy policy to formalise these routines and make sure that everyone follows it.

Educate employees regarding available energy saving features of office and kitchen equipment and ask them to use those features to cut energy costs.



YOU CAN ALSO....

Make further savings by setting up an equipment maintenance schedule - well maintained equipment lasts longer and works more efficiently!

Get rid of unnecessary electronic equipment – e.g. check if you really need the vending machines or as many as there are in the office?

DID YOU KNOW?

Vending machines run 24/7, even when there's no one around. They use 7-14 kWh a day, with an average cost of \$300-350 to operate annually. ENERGY STAR qualified vending machines can save more than 1,700 kWh/year.

FURTHER READING AND IDEAS

Energy efficient office buildings - Guidelines

Top 5 tips for saving energy in your office

5 ways to green your vending machines

SOURCES

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