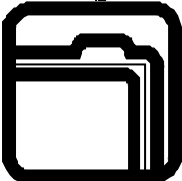



**ENERGY ACTION COUNCIL OF TORONTO presents:**

**Top Ten Office Energy Savers:**



1. As you may have guessed – turn off your computer! A single computer, left on at nights and weekends, can rack up a \$95 per year bill. So, power down your computer when you leave for the day AND set it to suspend mode (or at least turn off your monitor) when you leave for extended periods like lunch. Go to [www.EnerACT.org/howto.htm](http://www.EnerACT.org/howto.htm) to learn how to turn on your computer's "Suspend Mode" feature.

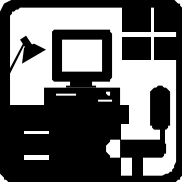
2. Setting winter thermostat levels to 20-21 degrees Celsius and summer levels to 23-25 degrees Celsius can save up to 5% on electricity and gas bills.



3. Understanding your body and your surroundings play a big role in your comfort at the office. If you tend to feel cold faster than most others, dress more warmly. Remember that the middle of buildings tend to be warmer than the outer offices.

4. Lighting also plays a big role in energy savings. Avoid using incandescents at your desk – fluorescents (as we've been harping over and over in the past months) are much more efficient and last longer than incandescents.

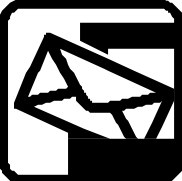
5. Turn off lights when you leave a room – the effects on energy use and light-bulb life when turning the light back on are negligible. At the same time, many areas are over lit for the usage – use task lighting and turn off unnecessary lights.



6. Of course, TURN OFF YOUR LIGHTS AT NIGHT AND OVER WEEKENDS! Need we say more? Well maybe just this: each fluorescent tube turned off during nights and weekends will save approximately \$1.15 per year.

7. That new office kitchen is great, eh! Sure, but office appliances left on when not in use can cost a great deal. Unplug in-frequently used appliances like TVs, hotplates, coffee makers, etc. If you are the last one out, be sure to turn off photocopiers and other appliances. One photocopier left on can cost approximately \$60 per year.

8. Got a vending machine in your office? Handy little device! But what we'd like to know: what is the need for that big bright light behind the front panel when the vending machine is already located in a well-lit area? Talk to your vending machine provider about removing that light. Better yet, talk to them about the "Vending Miser" or similar products.



9. Did you know that garbage = energy? Well, you do now. Bring your food in re-usable containers. And remember that brand new kitchen? Well, make use of it – take plates and mugs with you when you go to the building cafeteria or coffee shop. Better yet – buy one of those sexy travel-mugs: they're cheap, attractive and easy to carry.

10. Recycle one-sided paper. This is a great idea for use in internal files, fax coversheets and notepads. Hint: flatten any sheet of paper that just came out of a printer or fax machine for at least 24 hours before re-using in your photocopier. This will eliminate any possibility of paper jams. You'd be surprised at how much paper your office wastes!

That's it! Now we'd like you to tell us what you'd like read about next month. The relationship between waste and energy? EnerGuide and ENERGY STAR for Dummies? Have a question that's been bugging you? Have comments on any of our previous conservation tips? We'd especially like to hear the experiences of those who have implemented some of our tips. [So get in touch with us!](#)

**ENERGY ACTION COUNCIL OF TORONTO (ENERACT)**

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