

Green Guide

for energy efficient office equipment.



The electricity used by common office equipment--computers, monitors, printers, copiers, and fax machines--is a significant portion of the electricity used in the workplace. Reducing the amount of this electricity has important environmental and cost benefits for our organization.

Here's what you can do...

- Turn off all unused electrical appliances when these are not in use!
- Unplug equipment that drains energy even when not in use. These include cell phone chargers, fans, coffeemakers, desktop printers, and radios.
- Try to avoid hot plate coffee makers; use thermal carafe style coffee makers instead.
- Do not turn on the printer until you are ready to print. Printers consume energy even while they are idling.
- Ink jet printers, though a little slower than laser printers, use 80 to 90 percent less energy.
- Use a printer that can print double-sided documents. When making copies, use double-sided copying.
- Turn off lab equipment when not in use including hot plates and computers.
- When using automatic glassware washers in labs, wait until you have a full load before running the washer.