

Office Equipment Checklist

Office-based business sector

Installing shut down and energy saving settings and simply switching off computers, office equipment and other power saving devices provide good energy saving opportunities. Use this checklist in regular housekeeping walk arounds to help identify

key low or no cost energy saving opportunities within your organisation. This checklist supports the 'operate your office equipment efficiently' video downloadable from our website, which provides further detail on most of the topics outlined below.

Office Equipment Checklist	Complete	Actions/comments
Ensure all desktop computers and their peripheral devices are switched off at the end of the working day. Staff should be educated to switch their own computers off.		
Activate power saving features on computers, this can either be carried out manually, on each computer, or, applied centrally via the server. In the case of server control; you can purchase power management software.		
Switch off other office equipment such as printers and photocopiers out of hours. Seven day time clocks could be fitted where appropriate.		
If renting office equipment, such as printers and photocopiers, liaise with your hire company to see if you can change to more energy efficient models. In addition, consider if there is any scope to rationalise the number of printers and photocopiers in your business.		
Investigate if old servers could be replaced with more energy efficient units, whilst also considering if you can rationalise their number.		
Switch off televisions, conference facilities and other digital equipment during out of hours periods.		
Kitchen facilities – Hot water boilers, water coolers and other kitchen equipment should all be switched off when possible. In the case of hot water boilers and water coolers this might only be practical over the weekend or holiday periods.		
When thinking about upgrading your equipment, question the energy efficiency at the time of purchase; energy efficiency standards can guide you when either buying or hiring office and electronic equipment. When upgrading computers, consider switching to laptops from desk top computers.		

For further advice on how to improve existing systems across the above areas, please visit www.carbontrust.co.uk/energy/startsaving/technology.htm

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We cut carbon emissions now

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- By stimulating demand for low carbon products and services.

We cut future carbon emissions

- By developing new low carbon technologies through project funding and management, investment and collaboration.
- By identifying market barriers and practical ways to overcome them.

Visit www.carbontrust.co.uk or call 0800 085 2005.

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