

ENERGY SAVING CHECKLIST FOR OFFICE EQUIPMENT AND APPLIANCES

Are copiers/printers turned off when not required?

Is the Energy Star function enabled on office equipment?

Is the hibernation function used in preference to screen savers?

Are computer monitors being turned off when not in use for more than 10 minutes?

Is multi-functional equipment being used where appropriate?

Are other office appliances being used efficiently and are they turned off at night/weekends

When buying new equipment is energy efficiency considered?

Is the copier being used for appropriate amount of copying required?

Have you considered using laptop/flat screen monitors instead of desktop monitors?

Have you considered using ink-jet printers instead of laser printers wherever possible?

Is email being used instead of faxing/printing wherever possible?

If there is only a few staff is an electric kettle being used instead of a continuously boiling urn?

Has staff been made aware of the importance of saving energy?