Beginner's Guide to Energy Efficient Office Equipment

Computers and office equipment such as printers and photocopiers can contribute between 30 and 55 per cent of office energy use. It is important to consider not only the purchase price, but also the day-to-day running costs when evaluating purchase options. Efficiency of most office equipment has at least doubled in the last ten years, so selecting the right machines for your office will have a significant impact on your energy costs. In addition, computer energy can be reduced by 50 per cent by using power saving modes.

Quick Guide
To unlocking equipment energy savings:

- Audit current equipment to determine energy efficiency and greenhouse gas impact
- Identify potential behaviour changes or equipment setting options to minimise energy waste
- Investigate investment opportunities for new equipment

Install timers for lights or office equipment
There are two types of common timers:

- Plug-in timers - inexpensive, used for coffee boilers, water coolers, printers, etc.

- Hard-wired timers - run-out timers are typically used for lighting rooms such as toilets; programmable timers - operate like plug-ins but are hard wired.

☐   Undertake an audit of various devices and identify those that could benefit from a timer

☐   Plan which timers will be placed where

☐   Set schedule for timers in consultation with staff

Apply power saving mode to computers
The steps below will help you ascertain the potential savings of your existing equipment and how to initiate energy savings.

☐   Using an Appliance Meter (can be obtained through City of Adelaide Library - Home Energy Toolkit), measure the computer's energy consumption under various setting (i.e. standby vs turned on)

☐   Based on these finding, calculate annual energy use and potential savings. Multiply this by the number of workstations over the organisation. (See Office Equipment Audit Toolkit for assistance)

☐   Get management support and form a plan to roll-out agreed settings over the organisation

Conduct an overnight energy audit

☐   Assemble a team and make a list of everything that should be turned off

☐   Visit the site after hours and walk through office one room at a time

☐   Collate a list of all things that were left on that should not have been and leave a post-it note on the item to inform staff it was left on

☐   Adjust or install automated systems, educate staff, or install signs

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www.cityofadelaide.com.au/cityswitch

Resources

- [Office Equipment Energy Audit Toolkit](#)
- [Computer Energy Audit Tool](#)
- **CitySwitch Workbook** Section 2 Office Equipment – Quick Guide (available from CitySwitch team)
- [The 20 Step Guide to Cutting Energy Bills in Your Business](#) – John Dee
- [NABERS Energy Management Guide for Tenants](#)

Case studies

[ACORPP](#) – Timer installation and move to laptops over PC's

[WT Sustainability](#) - Occupation sensors, timed power circuits, energy meters

[AMP Adelaide](#) - Relocation – the perfect time for transformation

Incentives

City of Adelaide Sustainability Incentives Scheme – Energy Monitoring Systems

Installation of an energy monitoring system is eligible for 50% of the installed cost up to a maximum of $1000. [Details and eligibility](#).

NABERS Energy tenancy rating

Benchmark your office energy use. City of Adelaide sponsored rebate of 50% up to a maximum of $2,500 is available to office tenants participating in the CitySwitch Green Office program who undertake an accredited NABERS Energy tenancy rating. [Details and eligibility](#).

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