

SAVE ENERGY • SAVE MONEY • REDUCE GREENHOUSE GASES

## SIX SIMPLE THINGS **EVERYONE** CAN DO:

### DURING EACH DAY

1. **Enable Energy Star or Power Management features on your computer where feasible. This is now Government policy.**



Help save \$140,000 and 560,000 kg of carbon dioxide per year by activating Energy Star or power management features on your computer. Energy Star puts the computer into sleep mode after a period of inactivity and is generally activated through screen saver setting panels. Check the Department of Transport and Works web site or talk to your IT specialist for more information.

2. **Turn off the lights when a room is not in use for more than 5 minutes or if there is sufficient daylight.**

It is a myth that fluorescent tubes use so much energy upon start-up that it is not worth switching them off.

### AT THE END OF EACH DAY

3. **Turn OFF :**
  - The lights
  - Your computer
  - Your monitor
  - Laptops at the powerpoint
  - Nearby photocopiers
  - Nearby printers

Few buildings have automatic systems that turn off lights. If that computer or monitor light is on, it is still using power!

Measurements have found that many photocopiers and printers save little energy when in "power saver" mode.

**The Department of Transport and Works can supply time switches for printers, photocopiers, water chillers, hot water heaters and urns.**

### WHEN WORKING AFTER HOURS

4. **Light only your area (and access areas).** Light switches should activate selected areas only. Diagrams representing the selected areas should be easy to understand, clearly visible and mounted next to or near the switches in question. Contact the Department of Transport and Works for further assistance.
5. **Minimise air conditioner use.** This one action can make a big difference.
6. **Don't leave lights and equipment running once you have left the building.** Most after hours lighting and air conditioning switches can be used to turn equipment off as well as on.

## Everyone can have an impact.

By doing these simple things, together we can reduce the Government's energy use by 5% (\$1.5 million pa) and carbon dioxide emissions by 6 million kilograms every year.



Inform your Manager or the Department of Transport and Works of energy wastage or energy saving ideas **08 8924 7073**.

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