HOW TO GET YOUR OFFICE "ENERGY SMART"

As an important component of our adopted Energy Policy, Ulster County Government seeks to achieve the maximum reduction in overall energy consumption from office equipment used in county buildings and facilities. Adopting the following practices will save significant energy and financial resources throughout county operations, help to establish a greater focus on energy savings by individual departments, and build upon a growing energy / resource conservation ethic for all county employees.

How to "Power Down" your PC & Monitor

Computers that have earned the ENERGY STAR rating from the US EPA are the most energy efficient available. Unfortunately, sometimes the energy efficiency features and settings on those computers are not. Making sure these energy savings features are enabled is an easy way we can all say energy and money.

It takes just a few minutes to follow these simple, easy steps:

- Click the START Menu - go to CONTROL PANEL.
- Click CONTROL PANEL - then click DISPLAY.
- Click the SCREEN SAVER tab - then click POWER.

At the POWER SCHEMES tab, set your PC system to "power down" when your keyboard and mouse remain inactive for a specified period of time. Here are some suggested timeframes -

- Turn off your monitor   5 minutes
- Turn off your hard disks   20 minutes
- System standby   20 minutes
- System hibernates   1 hour

Make sure to turn off your computer and monitor completely at night, weekends, holidays, vacations, etc. …and make sure to "power down" your home computer too! - It's one of many simple, practical ways to save energy where you live _and_ where you work.

More Specific Energy Savings / Resource Conservation Tips

To Save Paper…

Change your margins - this saves paper (directions for MS Office 2003)

- Open a document in MS Word.
- Click on the FILE Menu - go to PAGE SETUP.
- From the PAGE SETUP dialog box, change the settings to 0.5" for your left, right, top, and bottom margins.
- Click on the DEFAULT button on the bottom left. New document will now be automatically set at these new, smaller margins.

Default to Duplex Printing- this saves paper

- Click the START Menu - go to PRINTERS & FAXES.
- Right Click on your specific Printer - then select PROPERTIES.
- Under the GENERAL tab, click PRINTING PREFERENCES.
- Select DUPLEX - then click OK.

To Save More Energy…

Use A <u>Power Strip</u> To Completely Turn-Off Office Equipment (Printers, Copiers, Fax Machines, etc.)

A phantom (or vampire) load is the electric current consumed by an appliance when the appliance is switched to its labeled off position. Many electronics continue to draw power even when they have been switched to the off position. Phantom electric loads can be compared to a dripping faucet. Over time, the resources that are wasted really add up.

Office equipment such as printers and scanners, copy machines and fax machines, along with other plug-in appliances like microwave ovens and coffee pots, continue to consume electricity if left plugged in. Such equipment should be conveniently "unplugged" after work hours by using power strips as necessary. At home, you can also include appliances with on -board "convenience features", such as receivers, DVR's and converter boxes used by cable and satellite TV systems, touch pads, remote controls, memory presets, instant-on function, etc.

Turn Out The Lights

At home, lighting accounts for approximately 12% of total energy use. In the commercial buildings where we work, lighting accounts for approximately 25%.   (Source: <u>US DOE, 2008 Buildings Energy Data Book</u><u>)</u>

Significant energy (and money) can be saved by making sure to turn off the lights when you leave a room for more than 5 minutes. While it's true that a compact fluorescent bulb uses about 75 percent less electricity than a regular incandescent, the most energy-saving bulb of all is one that's turned off.

Recycling At Work

Separating specific materials from our regular trash for recycling purposes has been mandatory for all households, commercial businesses, and institutions in Ulster County since 1991. The County currently pays $100 per ton, plus the cost of transportation, to dispose of its trash 250 miles away in the Finger Lakes region of NY State. On the other hand, the County sells recyclable materials which creates revenue! Recycling at work is not only good for the environment but also the bottom line.

Also, please remember to dispose of other materials as appropriate. For example, toner should be handled according to packing/manufacture's directions. For other materials like paint, please contact Buildings & Grounds.