

10 Steps to creating a Greener Workplace...

Motion Activated Sensors

Lights that are left on all day, particularly in common areas, corridors and toilets, consume a substantial amount of energy.

These areas are regularly unoccupied and can therefore include motion activated switches. As a result lights will only be on when they need to be and a significant energy saving will be realized.

Turn Monitors Off

Even though most desktop computers standby within a short period of unused time encourage staff to turn their monitor off for meetings and at lunchtime etc., as monitors continue to draw energy even when the computer itself has stood down.

Turn Chargers Off

Ensure phone and laptop chargers are not left switched on in the socket when they are not actively charging their relevant device. Chargers continue to draw energy, even if disconnected from their device, if they are switched on at the socket.

Energy Efficient Equipment

Install energy efficient light bulbs and electrical appliances. This can be a slowly integrated process and can be as simple as ensuring the due for replacement tea point kettle has a high efficiency rating.

Energy efficient light bulbs also use a fifth of the energy a conventional light bulb uses and they also last ten times longer.

Printer and Paper Efficiency

Consider all printer energy and paper efficient options.

Encourage staff not to print emails unless absolutely necessary and if an email is to be printed to print only the relevant page.

Set up printers on a draft quality as standard and to print double sided where possible. Most printers can also be configured to switch to a power save mode when not in use.

Recycle

Ensure sufficient facilities and policies are in place to encourage all staff to recycle waste wherever possible.

The Staff Refrigerator

So often abused by its users the communal refrigerator is regularly overloaded and so straining at its maximum output to maintain coolness within. Regularly clear the contents, perhaps weekly, and so encourage staff to not store goods within it on a long term basis.

Carpooling

Encourage staff to either use public transport, walk, cycle or carpool. Try to discourage staff driving to work alone.

Avoid Plastic Cups

Install vending facilities that do not rely on plastic or paper cups. Ensure a sufficient supply of glasses and mugs are available and encourage staff to use these for all their drinking beverages.

Be Positive

It is not easy to always be energy conscious in today's fast-paced workplace. For a company's staff to feel inclined to apply energy saving techniques an example must be set from the top, perhaps through the company's mission statement.

Who Can Help?

At Office Changes Ltd we have over 12-years experience successfully helping organizations make energy saving changes to their environment. For more in depth assistance on any of these subjects please do not hesitate to contact us.