

Ideas to Save Electricity

...what would you add to the list?

There is *energy efficiency*: what my building can do for me,
and there is *energy conservation*: what I can do for my building

CSU is committed to energy conservation and here are a few ideas to get us started.

This list is just a beginning – an illustration. Some things you already do. Some ideas may not apply to you. Some things you might not be able to do. But, let's think about what we can do – and encourage others around us to do the same. Every kilowatt we save makes a difference.

More than anything, I encourage you to communicate and talk to each other – don't make assumptions – it's OK to question the practices/processes/procedures – ask why or why not? Make decisions as a group and be sure everyone feels a part of the decision. Be creative, have fun with this, and remember – **it's OK!**

- Turn off your computer at the end of each day and especially before the weekend (check with your department IT Manager if you have questions about working remotely)
 - Turning your computer on in the morning following an IT update may cause a delay of a few minutes – thanks for your patience
 - Also, enable your PC to sleep after 15 minutes (or less) of non-use and hibernate after 1 hour - email your group IT Manager to learn how
- Turn off your monitor at the end of each day (use the button to turn it all the way off!)
 - Do not use a graphics intensive screen saver (disable screen saver)
- Turn off peripheral equipment (*your* personal printers, speakers, scanners) at the end of each day and especially before the weekend
 - Adopt common area (shared) equipment and be sure it is turned off too (check first with your department IT Manager regarding networked printers)
 - Be sure that the power saving settings are enabled on these items
 - Do a printer analysis? Do we really need as many as we have? There are options for secure printing when sharing a common printer
 - Evaluate if you really need every piece of equipment – can you do your job as effectively with fewer items plugged in?
- Use a power strip to turn off a number of things with one switch
 - Unplug any unnecessary items at your desk (coffee pot, tea pot, fountain, fan, radio, mug warmer, strings of decorative lights, space heater, etc.)
 - Learn how you can reduce phantom load at your desk
 - **"If it's not in use – turn off the juice!"**
- Clean-up your electronic files – this can help to reduce the amount of storage needed on power-hungry servers
- Turn off lights
 - Any unused light – in an empty room – at an empty desk
 - In a conference room – in a break room – in an empty bathroom

- Turn off (more) lights – continued:
 - In hallways not utilized by the public
 - Work together to turn off lights in large areas at the end of the day ... if only one or two people are in – use individual task lights in place of the overhead bank
- Use the window shades to improve day lighting or to block out summer heat
 - Use the shades to direct day light toward the ceiling
 - Help to close shades in rooms that would just accumulate heat
 - Consider ways to cooperatively manage the window shades in your area
- Can we do any de-lamping? Identify lights that we really do not need – talk with everyone on the floor, talk with Facilities – ask Facilities to take extra bulbs out
- If office equipment or an appliance needs to be replaced by your department – be sure to purchase items that are ENERGY STAR rated
- Do a refrigerator analysis? Do you really need as many as you have?
FYI – a mini-refrigerator uses almost the same amount of electricity as a full-size one
- Run a dishwasher only when it is full
- Have a conversation with your department about temperature set points – we can work with Facilities to shift those set points – every 1° can save us 1% of our total utility costs
- Use the stairs instead of the elevator
- What ideas can you share?
 - Send your additional ideas to Stacey at Stacey.Baumgarn@colostate.edu or call 491-0328

... how much would you like to save???

For more information about energy, water and resource conservation
Please visit the **CSU Sustainability in Facilities Management** site:

www.fm.colostate.edu/sustain

and

www.green.colostate.edu

Check out these additional resources about energy conservation:

- The Morgan Library hosts a great page full of sustainability tips!
 - <http://libguides.colostate.edu/sustainability>
- [CSU Extension](#) has fact sheets, decision tools, etc. and can provide individualized assistance to folks looking to reduce their energy use at home
 - CSU Extension: www.ext.colostate.edu/energy
- [Better Buildings Colorado](#) has information regarding energy saving tips and more
 - Better Buildings Colorado: <http://betterbuildingsco.com>
- There is a wealth of information available from [ENERGY STAR](#), you will find ways to save energy (and money) at home and at work
 - ENERGY STAR: www.energystar.gov

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Conservation Matters at CSU