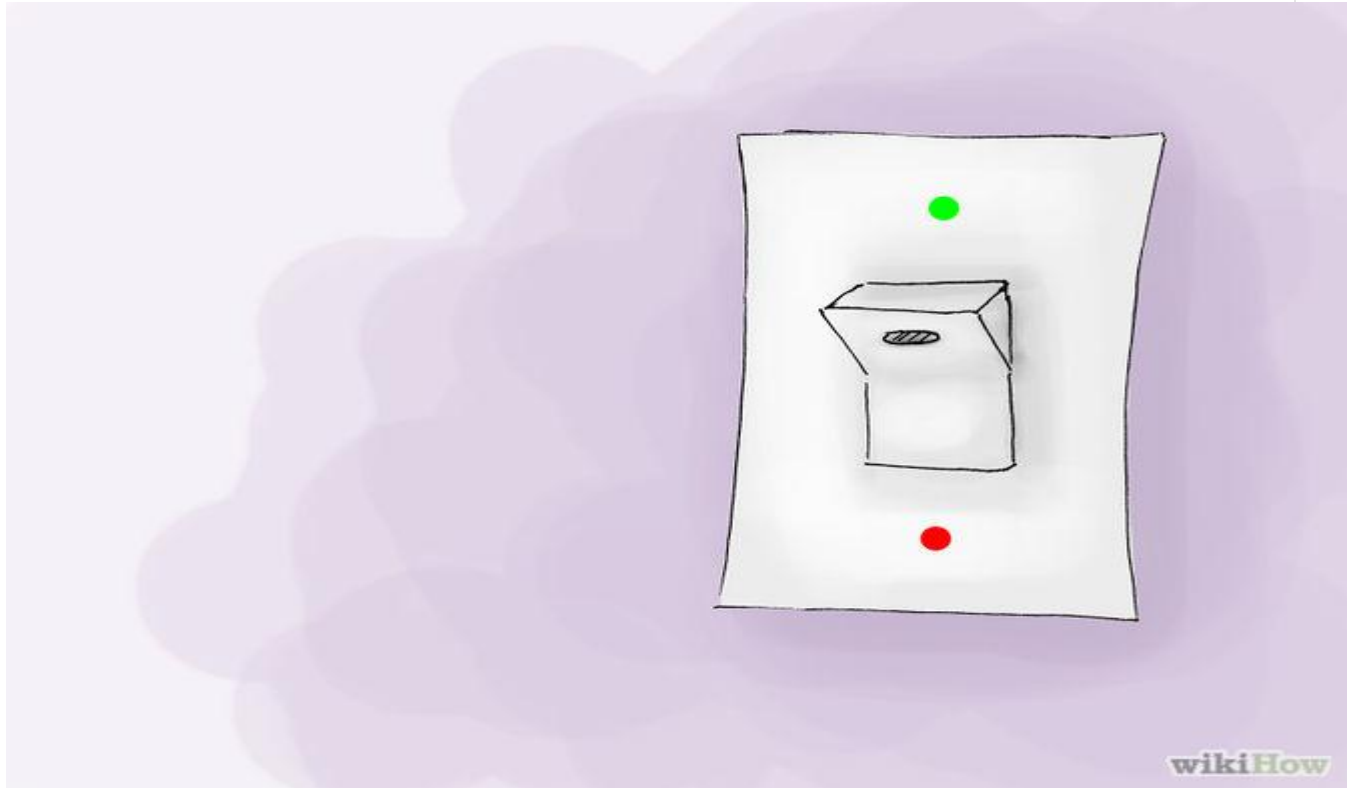# How to Save Energy in the Office

Ba- Baphalaborwa


1. Before leaving office Remember to:

- **Turn off electronics at the end of each workday.** Screen savers on computers and idle modes on other types of equipment will still consume energy when not in use.
- **Aircon are off.**
- **Lights are off.**
- **All office equipment, computers, photo copiers and printers are off.**
- **All water heating equipment are switched off**
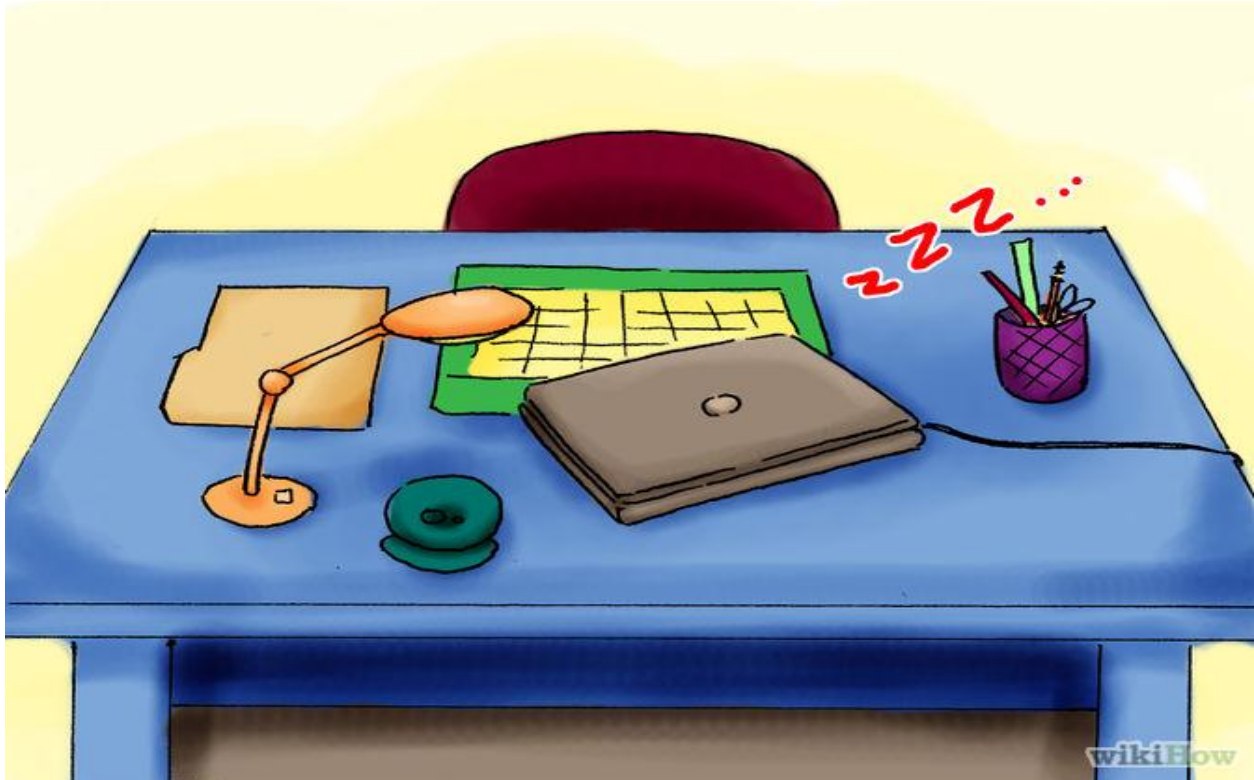
2. Appliance and Equipment

- **Enable the hibernation and sleep modes on your office computers.** This will allow your computers to save energy when you step away for breaks and meetings.

- **Turn off as much electrical equipment as possible at weekends and holidays**.
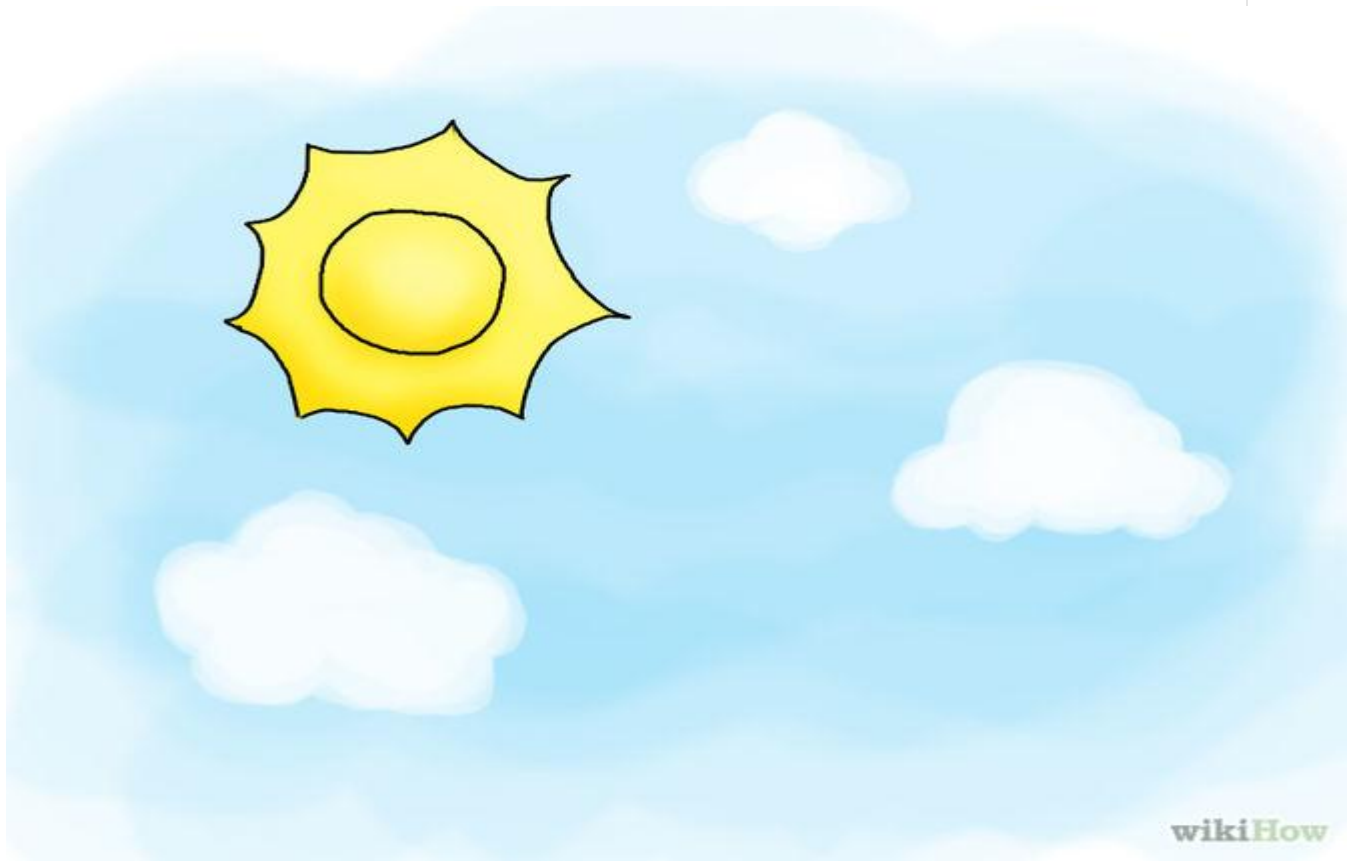
3.Lighting

- **Take advantage of natural sunlight.** If your office is set up to receive an ample amount of sunlight, you may be able to turn off lights completely for the majority of your workday.
- **Switch off your office light before u leave.**
- **Switch to energy saving compact fluorescent light.**

4. Climate Control and Air – Conditioning.

- **Switch off air condition temperature controlled units in the office when not in use ,After office hours and during weekends.**
- **Switch off climate control in public areas of the building after office hours.**
- **Use thermostatically controlled heaters.**
- **Ensure that heating, ventilation, air-conditioning and refrigeration systems in your building are regularly serviced to make more efficient**