



National Institutes of Health Environmental Management System Energy Conservation Program

To Protect the Future, Take Action Into Your Hands

Energy Saving Tips

- Walk up and down the stairs instead of taking the elevator
- Report leaking faucets and fixtures for maintenance
- Always use Compact Fluorescent Lights (CFLs) in desk lamps as opposed to incandescent lights.
- Switch off all unnecessary lights.
- Turn off fluorescent lights when leaving an area for more than one minute. (During non-emergencies, five minutes is recommended, to keep from reducing lamp life.)
- Turn off incandescent lights when leaving areas for any period of time.
- Use natural lighting when possible.
- Use task lighting and turn off general lighting (especially when working late), where it is feasible to maintain sufficient lighting levels for safety and productivity.
- Turn off display and decorative lighting.
- Unplug equipment that drains energy even when not in use (i.e. cell phone chargers, fans, coffee makers, desktop printers, radios, etc.).
- Turn off equipment, especially printers, copiers, and monitors at the end of the workday.
- Use efficient ENERGY STAR® products and ensure that the power down features are activated.
- Close or tilt window blinds to block direct sunlight to reduce cooling needs during warm months.
- Photocopy only what you need and double-side your jobs when possible.
- Always use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Carpool, bike, or use mass transit when commuting to work.
- To save gas: drive the speed limit, accelerate and decelerate slower, and make sure tires are properly inflated.
- Use durable reusable beverage containers instead of disposable cups.
- Sensors turn off unnecessary lights and can result in a 40% reduction in lighting costs. If an existing sensor in your office is not working properly, contact your building's facility management to have it fixed.



For more information on the Energy Conservation Program,
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When to Turn Off Personal Computers

If you're wondering when you should turn off your personal computer for energy savings, here are some general guidelines to help you make that decision.

Personal computers use about the same amount of energy to startup as they use when they are on for about two seconds. For energy savings, consider turning off

- The monitor if you aren't going to use your PC for more than 20 minutes
- Both the CPU and monitor if you're not going to use your PC for more than 2 hours.

Make sure your computer is on a power strip/surge protector. When the PC is not in use for extended periods, turn off the PC with the switch on the power strip. Even when you turn some PCs off with the switch on the PC itself, it may consume a small amount of power. If you don't use a power strip, unplug the CPU and monitor.

Most PCs reach the end of their "useful" life due to advances in technology long before the effects of being switched on and off ten or more times have a negative impact on their service life. The less time a PC is on, the longer it will "last." PCs also produce heat, so turning them off reduces building cooling loads.

Power-Down or Sleep Mode Features

Many PCs available today come with a power-down or sleep mode feature for the CPU and monitor. ENERGY STAR computers power down to a sleep mode that consume 15 Watts or less power, which is around 70% less electricity than a computer without power management features. ENERGY STAR monitors have the capability to power down into two successive "sleep" modes. In the first, the monitor energy consumption is less than or equal to 15 Watts, and in the second, power consumption reduces to 8 Watts, which is less than 10% of its operating power consumption.

Make sure you have the power-down feature set up on your PC through your operating system software. This has to be done by you, otherwise the PC will not power down. If your PC and monitor do not have power-down features, and even if they do, follow the guidelines below about when to turn the CPU and monitor off.

Note: Screen savers are not energy savers. Using a screen saver may in fact use more energy than not using one, and the power-down feature may not work if you have a screen saver activated. In fact, modern color monitors do not need screen savers at all.



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