

## DID YOU KNOW?

It costs about \$24 million each year to provide electricity to the Stanford campus.

REDUCE

### SIMPLE ACTIONS to quickly reduce energy consumption

#### LIGHTING

- Always turn lights off when rooms are not in use.
- Take advantage of natural light. Avoid using incandescent task lights.

#### OFFICE EQUIPMENT

- Monitors are big energy consumers, so set yours to go to a [low-power "sleep" mode](#) when not in use. [Don't use screen savers](#), because this software interferes with sleep mode. If your system does not have a sleep mode, turn off the monitor when you will be out of your office for half an hour or more.
- Make sure energy-saving features are enabled on your computer and personal printer. Turn off personal printers at night and on weekends.
- Work with your office manager to enable low-power features on copiers and shared printers or turn them off at the end of the day.

#### YOUR SURROUNDINGS

- Avoid using electric space heaters. They use a lot of energy, cause breakers to trip, and are dangerous when left unattended. If you must use a space heater, get a more efficient [radiant unit](#) that heats you instead of the air.
- Turn off or unplug appliances that are not in use, such as coffee makers, shredders, fans, battery chargers, etc.
- Keep doors and windows closed in temperature-controlled buildings. Use window shades and blinds to regulate solar heat gain.

### PURCHASING DECISIONS that have big energy impacts

- Purchase a ["smart" power strip](#) to automatically turn equipment off when you are out of your office.
- Replace incandescent light bulbs in your desk lamp with [compact fluorescent lamps \(CFLs\)](#) which use a quarter of the energy and last ten times as long. When buying task lamps, choose fluorescent over halogen or incandescent.
- Consider the value of energy in [computer purchase decisions](#): ink-jet printers use 1/5 the energy of laser printers; laptops use 1/4 the energy of desktop computers; and flat-panel screens use 1/3 the energy of conventional monitors.
- When replacing copiers, printers, fax machines, and refrigerators purchase equipment with the [ENERGY STAR®](#) label and use energy-saving features.

For more information please visit:  
[facilities.stanford.edu/  
conservation](http://facilities.stanford.edu/conservation)



Utilities Division  
Stanford University

USAGE