

Energy Saving Tips for Office

Lighting	<ul style="list-style-type: none">✚ Use reflective window films to control glare in the offices.✚ Maximize daylight usage where applicable.✚ Turn 'OFF' lights in unoccupied rooms, unused areas and corridors when not in use. Affix "Turn Off lights" stickers near switches as a reminder.✚ Use task lighting where feasible.✚ Segregate switching of office lights.✚ Keep all windows clean to maintain optimum daylighting.✚ Clean tube lights and lamps regularly as dirty lamps reflect less light and waste up to 50% of the light.✚ Replace incandescent lamps, CFL and fluorescent tubes with LED lamps.✚ Install motion sensors to automatically control on/off of lighting in public areas such as corridors, toilets etc.✚ Use of photosensor for yard lighting control.
Air Conditioning	<ul style="list-style-type: none">✚ Set the air conditioner temperature between 24°C and 26°C.✚ Keep windows and doors closed when the AC is switched on.✚ Switch off the AC when not in use in offices and meeting rooms. Affix "Turn Off AC" stickers as a reminder at the exit.✚ Switch off lighting and heat producing appliances, e.g photocopy machines and computers that are not in use to reduce AC loads.✚ Use curtains or blinds to shade against sunlight to reduce AC loads.✚ Consider using fan in conjunction with AC to spread cooled air more effectively.

	<ul style="list-style-type: none">✚ Wherever possible, use ceiling fans to minimize use of air conditioners.✚ Wherever possible, use heat reflective films on windows to reduce cooling load of the building.✚ Remove obstructions at air inlets and outlets of indoor units of AC.✚ Ensure no obstruction around the outdoor unit of AC.✚ Install awnings to shade outdoor unit of ACs from direct sunlight.✚ Ensure that all ACs are covered by a maintenance contract which will provide for cleaning of dust filters and fan coil units regularly.✚ All new AC being procured should be of inverter type instead of on-off type.
Office Equipment	<p><u>General</u></p> <ul style="list-style-type: none">✚ Purchase ENERGY STAR certified office equipment. <p><u>Computers</u></p> <ul style="list-style-type: none">✚ Switch off computers after office hours or when leaving the workplace to reduce power consumption.✚ Set your computer to 'sleep' when it is idle as it puts your computer in a very low-power mode.✚ Keep the brightness of your screen at the lowest comfortable setting as this will save power and help you avoid eye strain.✚ Wherever possible, replace personal computers with laptops, as laptops consume less power and offer flexibility. <p><u>Photocopiers and Printers</u></p>

	<ul style="list-style-type: none"> ✚ Use 'Sleep' mode in photocopiers and printers as it automatically puts the equipment into a lower-power state after a set period of time of non-use. ✚ Switch off photocopiers and printers after office hours. ✚ Photocopy and printing in batch as it can minimize energy consumption due to less frequent starting. <p><u>Fax machines</u></p> <ul style="list-style-type: none"> ✚ Enable power management capabilities in fax machines.
<p>Mess Room (Refrigerator, Mini Oven, Microwave, Electric Kettle, and other Electrical Appliances)</p>	<p><u>General</u></p> <ul style="list-style-type: none"> ✚ Turn off all electrical appliances when not in use. ✚ Keep appliances clean for maximum efficiency. <p><u>Refrigerator</u></p> <ul style="list-style-type: none"> ✚ Ensure refrigerator door seals are airtight so that it does not use too much energy. ✚ Avoid frequent opening of the refrigerator. ✚ Keep the refrigerator away from direct sunlight and heat sources to ensure maximum efficiency. ✚ Allow hot or warm food to cool down to room temperature before putting it into the refrigerator. ✚ Allow enough space for continuous air flow around refrigerator to cool down its compressor and condenser coil. <p><u>Mini Oven</u></p> <ul style="list-style-type: none"> ✚ Keep the oven closed while heating food, as each time you open the door the oven loses heat and requires more energy to get back up to temperature.

	<ul style="list-style-type: none">✚ Switch off the oven at least 1 minute before the end of the heating time of the food and use the residual heat to finish heating. <p><u>Electric Kettle</u></p> <ul style="list-style-type: none">✚ When using the kettle, fill up only the required amount.
Lift	<ul style="list-style-type: none">✚ Use the stairs to move up or down one or two floors.✚ Do not step into a lift that is moving up if you intend to go down.