



**REAPS**  
RECYCLING & ENVIRONMENTAL  
ACTION PLANNING SOCIETY

# Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

## GREEN TIP #151

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### Perfecting Power

87% of the power used in British Columbia comes from hydro electric projects. Hydro electric power has many environmental benefits over power produced by fossil fuels, but it is still a valuable resource that should be used with intention. Perfecting your use of power in the office can save you money and encourage everyone to recognize actions they can take now to make a difference.

#### Stop Standby

Standby power, sometimes called phantom power, is the power used by appliances when they are plugged in but not doing much. This kind of power usage adds up! A study done in 2014 found that over a year, one work station that is left plugged in without being used will consume enough electricity to light the gymnasium at UBC Okanagan for 2.5 hours. And that is just ONE work station. Using switchable power strips will streamline unplugging, reducing wear and tear on the electronics and making it simple for employees to do their part in reducing phantom power. Having all employees unplug their equipment overnight, weekends and holidays will conserve energy and save you money!

#### Sneaky Computer Settings

Computers are an integral part of the workplace, and they also use a lot of power all the time. One easy way to reduce the power used without affecting performance while working is to disable the screen saver function on your computer. Instead put your computer into power saver mode, so it will enter standby within a certain amount of time, and still be ready for you to return to your work quickly!

#### TOP 5 STEPS TO REDUCE YOUR ENERGY CONSUMPTION



1. SHUT DOWN YOUR COMPUTER

2. CHOOSE THE RIGHT LIGHT



3. ELIMINATE VAMPIRE POWER: UNPLUG CHARGERS



4. USE A POWER STRIP



5. TURN OFF YOUR LIGHTS

#### Reassess the Thermostat

As the seasons change so will the office temperature. Adjust and set the buildings HVAC system to account for seasonal changes. Unless your workplace requires a constant temperature, turning off the heat or AC when the office is empty will save you heaps and reduce your carbon footprint!

*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*