
Six Easy Ways Everyone Can Save Energy in the Workplace

- 1. Set your computer to the “hibernate” setting.** When your computer starts back up from hibernate, all your files, emails, and windows will appear just as you left them. When your computer is hibernating, it only uses 1 percent of the energy that it uses when turned fully on. You can find step-by-step directions to set your computer to hibernate at www.nyu.edu/fcm/cesfaq.htm
- 2. Unplug all office devices every night and weekend.** This is better for the security of your computer and reduces its energy use to zero. Many other electronics — such as TVs, copiers, and your phone charger — also continue to draw electricity when plugged in, even if they are not in use. Plug all your appliances into a power strip and you’ll only have to flip one switch at the end of the day.
- 3. Look for the Energy Star logo.** When purchasing new appliances and devices look for energy-efficient Energy Star-rated products, such as copiers with low standby power and printers/fax machines with power management features. Then be sure to use the energy efficient features. See www.energystar.gov for more information.
- 4. Replace the incandescent lights in your desk lamps with compact fluorescent lights (CFLs).** CFLs use only one-fourth of the energy and last up to 10 times longer.
- 5. Switch off all unnecessary lights.** When possible, use natural light and task lighting rather than illuminating large spaces needlessly. Install occupancy sensors to automatically turn off lighting when spaces are not in use. If you are interested in having an occupancy sensor installed in your office, check with your departmental administrator. Work requests may be submitted by emailing the FCM Client Services Center at fcm.helpdesk@nyu.edu, using the online work request form at www.nyu.edu/fcm/workrequestform, or calling 212-998-1001.
- 6. If possible, use laptops.** When appropriate, supply staff with laptops rather than desktop computers—they consume 70 percent less energy than desktops.

If we all follow these simple and eco-conscious steps, the University could potentially save over \$850,000 annually!

— Sarah Boll

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