WHY CONSERVE?

It might not seem like your individual computer uses much energy, but the more than 1,100 computers (and other energy using equipment) in employee work stations can add up. Here's a quick breakdown of annual energy use and costs for common office equipment.

EQUIPMENT	ANNUAL ENERGY USE (kWh)	ANNUAL ENERGY COST
PC Computer	461	$29.20
Laptop	59	$4.93
Personal Printer	144	$10.80
Computer Monitor	54	$3.89
Scanner	22	$1.79
Speakers	18	$1.50

END OF THE DAY CHECKLIST

Reference this simple checklist at the end of each day to ensure you are consistently taking steps to conserve energy (until they become your normal habit!).

	Windows are closed
	Computer monitor is turned off
	Computer speakers are turned off
	Computer is turned off (if not working remotely)
	Personal printers are turned off
	Peripheral equipment (personal printers, calculators, etc.) are turned off
	Phone chargers and similar devices are unplugged

OFFICE ENERGY AUDIT CHECKLIST

Looking for more ways to save? The following is a simple checklist of energy conservation/efficiency measures to use at the office.

YOUR WORK STATION	
	Review and comply with the **Kitsap County Energy Conservation Policy** (which references the use of personal space heaters, policy, temperature set points and more).
	In the morning, **only turn on what you need**. Leave printers/speakers off until you need them, and turn them back off when you have completed the task.

	Turn off **computer monitors** when leaving for 20 minutes or more and at the end of the day.
	Turn off **computers** off at the end of the day (if not working remotely).
	Turn off **overhead and desk lamps** when leaving for 20 minutes or more, and at the end of the day.
	Use **CFL or LED bulbs** for your desk lamp. Using CFLs and LEDs instead of comparable incandescent bulbs can save about 50% on your lighting costs. These bulbs use only one-fourth the energy and last up to 10 times longer.
	Turn off computer speakers when not actively in use.
	Turn off plug-in calculators, scanners, and similar devices when not actively in use.
	Unplug equipment that drains energy when not in use (i.e. cell phone chargers, fans, radios, etc.).
	Remove **non-essential personal appliances** (coffee pots, microwaves, etc.) from your work station.
	Unplug or remove non-essential, energy-using equipment (plug-in water features, plug-in electronic picture frames, etc.) from your work station.
	Turn off **personal printers** at the end of the day.
	Evaluate the need for a **personal printer**. Do you really need to have your own printer or could you use a larger, shared printer? Individual printers for convenience increases both our energy load and our use of paper.
	Keep **windows closed**.
	Use **natural lighting** or **daylighting**. When feasible, turn off lights near windows.
	Use **task lighting**; instead of brightly lighting an entire room, focus the light where you need it, to directly illuminate work areas.
	Use **ENERGY STAR® products** (including portable fans).
	Close or adjust **window blinds** to block direct sunlight to reduce cooling needs during warm months.
	Save paper. Print and photocopy only what you really need to.
	Dress for the weather. Building temperatures are managed within standards. You may get hot or cold periodically. Add or remove layers as needed.
	Do not block **heat/ventilation ducts**. Move boxes, furniture or stored equipment away from ducts to allow free air movement. If vents become dusty, report it so they can be cleaned.
YOUR BUILDING/SHARED OFFICE SPACE	
	Turn off shared printers at the end of the day.
	Keep windows closed.
	Use **ENERGY STAR® products**.
	Report water leaks immediately to Facilities.
	Share energy conservation ideas and opportunities with the County's Resource Conservation Manager at asalamack@co.kitsap.wa.us.