

**Costs of leaving office equipment on standby**

**Example:** Running a computer costs £25 a year in electricity use and leads to 108kg of carbon dioxide (CO2) emissions. **Switching It Off** overnight and at weekends, instead of leaving it on standby, will save £17 a year.

Typical Office Appliance	Running power	Standby power	Annual running cost	Annual CO2 emissions (kg)	Annual standby cost
Personal computer (hard drive box)	40W	25W	£25	108	£17
<b>Monitors</b>					
Conventional CRT TV style	95W	15W	£30	128	£10
Flat screen	40W	5W	£12	50	£3
Laser printer	110	25	£24	104	£21
Photocopier	1000W	50W	£69	295	£42
Facsimile machine	25W	8W	£7	32	£6
Vending machine	500W	300W	£268	1152	£255

**Notes:** All costs based on 10p/kWh.  
Based on the following usage: PCs & monitors on 8 hrs/day + 16hrs standby Mon to Fri and 24hrs standby Sat & Sun; all other equipment used 1 hr /day + 23hrs standby Mon to Fri and 24hrs standby Sat & Sun.

**Costs of running other office appliances include....**

Appliance	Running power	Usage	Annual cost	Annual CO2 emissions
Kettle	2200W	10 x 4 mins/day	£54	216kg
Desk Fan	50W	10 hours per week	£2.60	11kg
Mobile phone charger	3W	Switched on but not charging 23hrs/day	£2.50	11kg

switch it off...  
don't just 'stand by' and waste energy

*Saving electricity in the office!*



Find out more about the **Switch It Off Campaign** at:  
[www.worcestershire.gov.uk/switchitoff](http://www.worcestershire.gov.uk/switchitoff)  
[www.warwickshire.gov.uk/switchitoff](http://www.warwickshire.gov.uk/switchitoff)  
[www.coventry.gov.uk/switchitoff](http://www.coventry.gov.uk/switchitoff)

*Follow these tips to cut your company's electricity bill. You could save £100s every year!*

## *Computers and monitors*



Make sure computers and monitors are switched off at the wall when not in use. Switch off the monitor when it's not being used for 10 minutes- screen savers aren't energy savers!

**Energy Fact:** Each computer (with flat screen monitor) that's left on standby overnight and at weekends wastes £20 a year. That's £200- and 860kg of CO<sub>2</sub>-for every 10 computers in your company!

## *Lighting*

Install the most efficient light bulbs available. Swap older 38mm fluorescent tubes for slim line 26mm tubes- they use 10% less energy and can cost less. Swap old-fashioned bulbs for low energy compact fluorescent bulbs.



**Energy Fact:** Lighting in a typical office costs £3/m<sup>2</sup> per year and £1/m<sup>2</sup> per year in the most efficient offices.

## *Photocopiers*

Switch the copier off at night and weekends- allocate responsibility to one person or install a timer. Ensure standby features are enabled for office hours when no copying is taking place.



**Energy Fact:** Leaving a photocopier on standby overnight and at weekends instead of switching it off costs your company £42 a year and emits around 183kg of CO<sub>2</sub>.



## *Printers*

Only print when necessary to save energy as well as paper. Make sure the printer is switched off at night and weekends.

**Energy Fact:** Switching off a laser printer overnight and at weekends, instead of leaving it on standby, will save your company £21 a year and cut CO<sub>2</sub> emissions by approximately 91kg.

## *Purchasing*

When purchasing new electrical appliances, look for the most energy efficient option. Look for the Energy Star logo on IT equipment & Energy Saving Recommended kitchen appliances like kettles & fridges.



**Energy Fact:** Buying the most efficient Energy Star PC and printer will save up to £200 in energy running costs over its lifetime (5-6 years) compared to the least efficient models.

