

Be switched on by switching off

Energy saving tips for the office

Successful businesses take all the factors that influence their bottom line into account and deal with them accordingly. Efficiently dealing with interruptions in the supply of electricity should be a priority for all Southern African businesses. Here are some quick and easy energy saving tips that will reduce your business's energy usage and help to lower your electricity bill by up to 10%.



These energy saving measures cost little or nothing to implement. The changes will make an enormous difference to the electricity supply problems being experienced throughout the country. If these energy saving measures are adopted by everyone, the energy saved will definitely help to reduce the number of power interruptions.

Top office energy-saving tips

Before leaving the office, always remember to check that:

- the lights in the building, including ornamental and display lighting, are switched off.
- air conditioners and heaters are turned off - this can actually be done at least an hour before you leave.
- all office equipment, including computers, photo copiers and printers are switched off.
- all water heating, geysers and catering equipment, such as urns, hot plates and coffee machines are switched off.

The step by step guide to office saving

The same basic rule applies to saving electricity in the office as in the home:

If you're not using it, switch it off.

Lighting

Lighting uses a large amount of electricity in the commercial sector. So any savings made around the lighting in your office building is going to make a constructive difference.

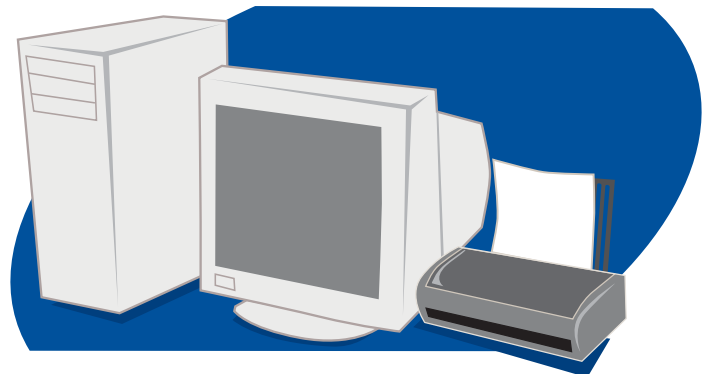
- Use natural daylight and try to turn off the lights in your office during the day whenever you can. Especially if you work near a window or a skylight.
- Switch off your office lights when you leave.
- Switch to energy saving Compact Fluorescent Lamps (CFLs) instead of using regular incandescent lighting. CFLs last six times longer than incandescent light bulbs and use 80% less electricity.

- Get professional advice on managing your business's energy profile by asking an Energy Services Company (ESCO) to visit your building at no cost. A list is available on www.eskom.co.za/dsm
- Fit motion sensors instead of leaving lights burning all the time, it's more energy efficient.

Appliances and equipment

It's not always possible to switch off office equipment and appliances that aren't constantly in use. But printers, fax machines and coffee machines, should be switched to the "hibernate" or "stand by" mode as often as possible.

- Leaving computers and other equipment on standby still use up to 40% of the operating power, so always turn off the equipment whenever you can.
- Use the "power save" mode to reduce your computer's electricity consumption by around 40% when you are not using it.
- Even at the office, remember that if you're making one cup of coffee or tea, only boil one cup of water.
- Turn off as much electrical equipment as possible over weekends and holidays when fewer staff are at the office.
- Ensure that the heating, ventilation, air-conditioning and refrigeration systems in your building are regularly serviced to make them more efficient.



Climate control

Extreme temperatures mean that most office buildings in Southern Africa have some form of climate control in place. Here's how you can maximise climate control and minimise your electricity usage.

- Use thermostatically controlled heaters.
- Although geysers are not the leading energy users at the office, all geysers should still be turned down to 60° and insulated with geyser blankets to save energy.
- Switch off the climate control in the public areas of your building after office hours.

Need some help?

Visit Eskom's website www.eskom.co.za/dsm for more information about energy saving.

There are reams of historical data about energy use as well as assistance for choosing the right energy-efficient equipment for your office.

