



# CHECK LIST

## Information Technology

Proven tips to help you trim energy waste.

- Educate staff on how behaviors affect energy use.
- Reward employee energy-efficient behaviors and habits that help your organization save energy.
- Hold a competition for the building or office that achieves the best energy performance improvement.
- Enable power management function to put monitors to sleep when not in use for savings up to \$40-\$50 per computer each year. [energystar.gov/powermanagement](http://energystar.gov/powermanagement).
- Enable power management settings so equipment enters a low-power mode when not in use. Total plug-load equipment accounts for more than 20% of office electricity use.
- Target a ratio of one networked multi-function device per 10 or more users to save 30 to 40 percent on electricity, hardware, consumables (paper, ink, and toner), and maintenance.
- Plug electronics into “smart” power strips that let you designate which electronics to be always be on, and which ones to power down when not in use.
- Invest in automatic power shut-down software or plugs to switch off IT equipment during off-hours.
- Total plug-load equipment accounts for more than 20% of office electricity use. For every 100-watt reduction in computer energy consumption in an office building, there is a corresponding 28-watt drop in cooling loads