Tips for work
Employee awareness

Here are a few tips to help you save energy at work.

Turn off your monitor when not in use, even if it's just for 15 minutes
Did you know that your monitor uses up to 75% of the energy powering your computer?

Enable ENERGY STAR® power settings on your computer
If you activate your monitor's power-saving settings, you will save energy. Look in the Windows control panel under display settings for this feature.

Turn off photocopiers during off-hours
Operating photocopy equipment efficiently will reduce energy use by 25% or more. Activate the energy-efficient setting, and when it's practical – turn it off!

Turn off machines and equipment when not needed
Turn off printers and other office machines when they're not in use. They can idle as much as 90% of the workday and are often left running at night and on weekends. In many businesses, this simple change can achieve big savings.

Unplug chargers
Unplug chargers for laptops and cell phones when they are not charging.

Turn off lights when areas are not in use
Turn off your lights when you leave your office/cubicle, and in other unoccupied areas such as copy rooms, break rooms, conference rooms and restrooms.
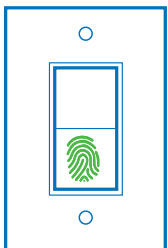
Make use of the sun
If your lights can be controlled separately, turn them off whenever there is enough natural light available.

Adjust blinds
Adjust your blinds to deflect heat in the summer, and keep heat in during the winter.

Adjust lighting levels to match needs at different times
Full lighting may not be necessary when performing several tasks, such as presentations, cleaning or stocking. Use dimmers and controls (if available) to turn down lighting, or use the lights required for the task.

For more energy-saving ideas and information, visit **bchydro.com/worksmart**.

We're working together to help B.C. save energy.

BC Hydro Power smart | **FORTIS** BC Energy at work