

BRIGHT IDEAS

Energy Conservation



- Lights above unused workstations should always be turned off.
- To remember simple energy saving steps such as turning off computer monitors at the end of the day, place a small reminder in clear view somewhere in the workspace.
- Try adjusting blinds to allow for natural lighting on sunny days.
- Avoid plastic by using eco-friendly bags. Plastic production and disposal consumes massive amounts of energy.
- Instead of using the tape on your adding machine, consider using Excel; run columns twice and then subtract columns to identify outages. If you do this regularly, create a template.
- Instead of issuing cheques, consider paying invoices on-line or by direct payment. This saves paper, stamps, and energy used to produce and deliver mail.
- For faxes where a file copy is unnecessary, save documents on your computer and send directly to a fax machine if possible. If attachments, scan documents and then attach them to an email or fax.
- Keep the shredder off; only turn on the device when in use.
- Use manual letter openers instead of electronic ones when possible.

