

## Green Guru's Workspace Audit

### Computer Energy Options

- 1) If you are in for an upgrade, request a laptop. They use much less electricity than even the most efficient desktops.
- 2) Change the default energy settings to the following:
  - monitor off at 5-10 minutes of inactivity (or another amount of time that works for you)
  - set your computer to hibernate (not sleep) after 30 minutes or so
  - avoid options for putting disk to sleep separately
- 3) Manually hibernate your computer if you're going to be away for a while
- 4) Turn your computer off if you are leaving overnight or for an extended time.
- 5) Remember to turn your monitor off, as well as the harddrive!
- 6) **Instructions for making these computer-setting changes are available at ANE's website: [www.antiochne.edu/ssj/gg\\_tips.cfm](http://www.antiochne.edu/ssj/gg_tips.cfm) , or request a meeting with the Green Guru.**

### Lighting & Windows

- 1) If you can work comfortably with only daylight, or a combination of daylight and task lighting, turning the overhead lights off will help save electricity. (An example of task lighting is using a desk lamp with a compact florescent light bulb to illuminate your workspace.)
- 2) Initiate a 'Last Person Out' rule to ensure that all lights are off at the end of the day.
- 3) If you need to open windows for comfort, remember to close them. Open windows throw off the heating and ventilation system on campus.
- 4) Use blinds to block heat from sun in warm months, and shut them at night in cold months to conserve the building's heat. Blinds can be adjusted to let in light and block heat.

### Printing & Copying

- 1) **ANE is working hard to achieve its goal of significantly reducing paper usage;** please consider this before printing and copying.
- 2) Laser-Jet printers are more efficient than Ink-Jet... but better yet:
- 3) Using office-wide printers rather than individual printers saves energy, resources, & money.
- 4) Print & Copy double sided; use blank sides of unneeded work as scrap paper.

- 5) Some printers require that you select these steps for double-sided printing: Print, Properties, Finishing, Print on both sides.
- 6) Many photocopiers have an 'energy saver' button that puts the machine to sleep while no one is using it. Pressing this button anytime you notice will save electricity.

### Waste/Recycling

- 1) Where is the closest Resource Recovery Station to your office?
- 2) Would having a temporary collection box closer to the office increase recycling?
- 3) Should a 'gopher' be designated to periodically empty the temporary recycling collection?
- 4) Are you aware of the composting program on campus? Compost canisters for food scraps (except meats, dairy and oils) are located at resource recovery stations. **Did you know that you can also reserve our large, portable compost bin for events that you organize?** It's one of the checkbox options on the Room Request Set-Up form.
- 5) Reduce, Reuse, Recycle (in that order)

\*Use power strips to prevent *phantom energy use* by electronics like radios, TVs, printers, etc.\*



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