

■ Plug Loads Checklist

Computer Power Management

Check all computers for proper power management settings. Power management is built into Microsoft Windows and can be accessed through the operating system control panel. Monitors should turn off after 5 to 10 minutes of inactivity and the system should go into standby mode after 5 to 10 minutes of inactivity.

Laptops with Docking Stations

Laptop computers typically use less than half as much energy compared to desktop computers. Laptops with docking stations should be implemented as an energy saving strategy.

Low Energy Desktop Computers

A couple of companies have recently introduced a new line of low-energy desktop computers that use less than 50 W when active and can reduce desktop computer energy use by 50%. If desktop computers are going to be replaced, replace them with low energy desktops.

LCD Monitors

Liquid crystal display (LCD) monitors use less than half as much energy when compared to cathode ray tube (CRT) monitors. All CRT monitors should be replaced with LCD monitors.

Install Vending Machine Misers and De-Lamp Machines

Vending machine misers can save a significant amount of energy during unoccupied hours. Also, de-lamping the vending machine advertisement lights can reduce electricity costs by approximately \$50/year, depending on electricity rates. All vending machines should be de-lamped and have misers installed.

Install Occupancy Sensors

Occupancy sensors reduce plug load energy during unoccupied hours. Occupancy sensor power strips should be used for all noncritical office equipment (task lights, printers, faxes, scanners, speakers, radios, fans, etc.)

ENERGY STAR Appliances

ENERGY STAR[®] appliances, such as refrigerators, dishwashers, clothes dryers, etc., should be implemented as an energy saving strategy. See www.energystar.gov/index.cfm?c=appliances.pr_appliances for ENERGY STAR specifications on various appliances.

Network Printers

Networking printers reduces the number of personal printers and can save significant amounts of energy. Office spaces should network central printers and reduce or eliminate the use of personal printers.

LED Task Lighting

Light-emitting diode (LED) task lighting uses significantly less energy than fluorescent lights and lasts longer. All fluorescent and incandescent task lighting should be replaced with LED task lighting.

Replace Office Equipment with ENERGY STAR Models

ENERGY STAR office equipment uses less energy than standard office equipment. ENERGY STAR models for computers, monitors, printers, copiers, faxes, etc., should replace all models that are not ENERGY STAR rated. Individual printers, scanners, and fax machines should be removed and replaced with a central ENERGY STAR multifunction device (a combination printer, scanner, and fax machine) for a group of people.