Recycling and Environmental Action Planning Society

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Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #35:   March 2013

Power Saver

One of the easiest ways to start making your office more green is to lower the amount of power it uses, and the best place to start is with the computer.

To those of who use a wireless mouse everyday you are aware how quickly the battery can die. In order to extend the life of the battery **turn off your wireless mouse** whenever you are not using it. The switch or button is normally found on the back of the mouse. If you are someone who is constantly coming and going and does not want to turn your mouse on find one that has a build in 'sleep' mode. There are models available that will turn off after 5 minutes. Regardless of the type of wireless mouse you have make sure it is turned off when you leave for the day. You can make your wireless mouse, and anything that uses batteries, greener by **using rechargeable batteries** to power it.

Do not have a screen saver. While the bubbles or pipes dancing across your screen might look pretty they are not helping you save power. Screen savers were developed to save your screen from images burning into them, not to save power, and are not needed for modern LCD monitors. A screen saver can cause your monitor to use more power than if there was no screen saver. In order to save power **turn off your monitor when you are not using it for more than 20 minutes**. You can **shut down your entire computer when you are not going to use it for more than two hours**. These times take in to account the extra power it takes to turn back on.

If your computer takes a long time to turn back on, and therefore costs you more in lost work time than it saves you in energy, you can **use 'sleep mode'**. When your computer is in sleep mode it uses far less energy then if it were on, and will 'wake up' quickly when you need it. Some computers will even power down, among other power saving options, automatically after a certain amount of time. This feature needs to be set up by you and can normally be found through one of the options on your control panel. Regardless of what energy saving technique you use during the day make sure **everything is turned off before you leave the office**.

Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!