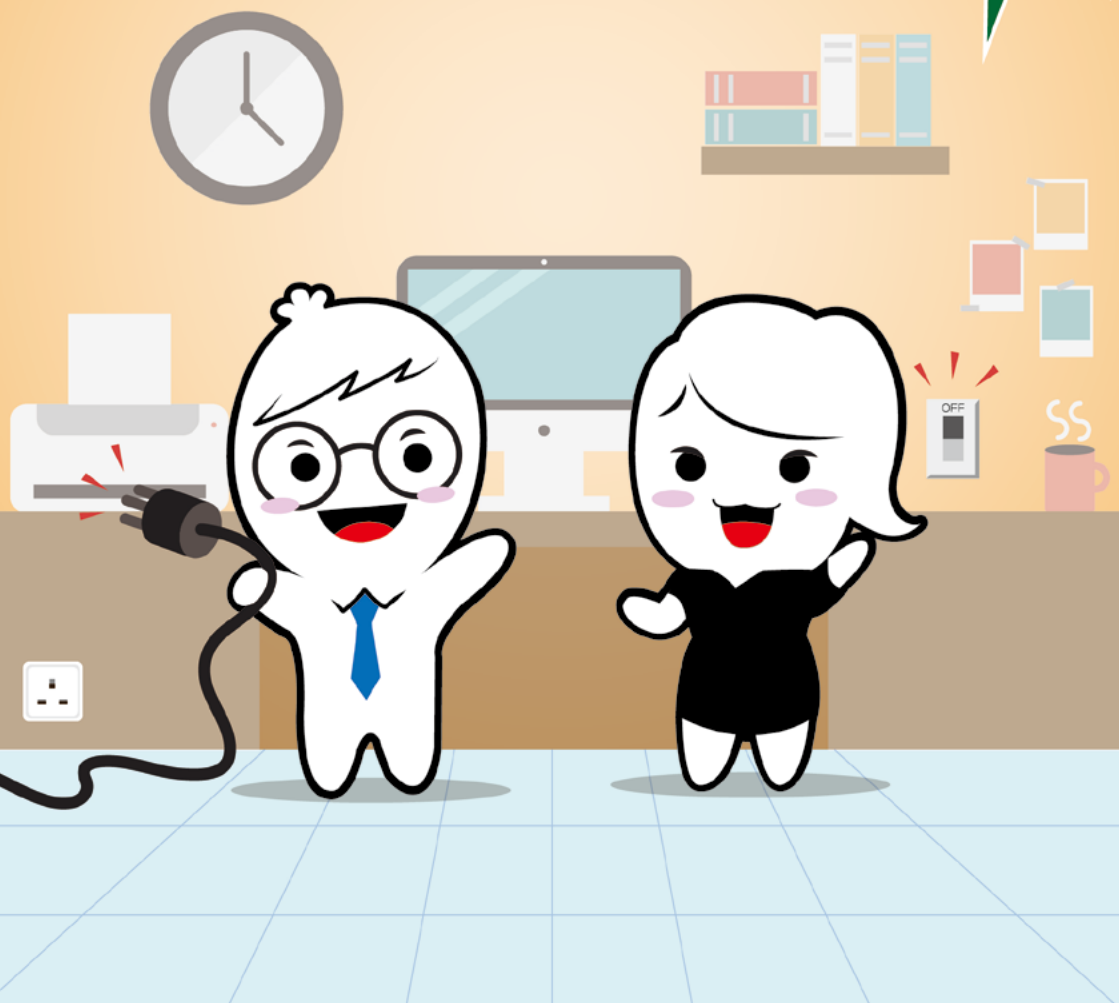




Energy Saving Tips **For Office**



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Introduction

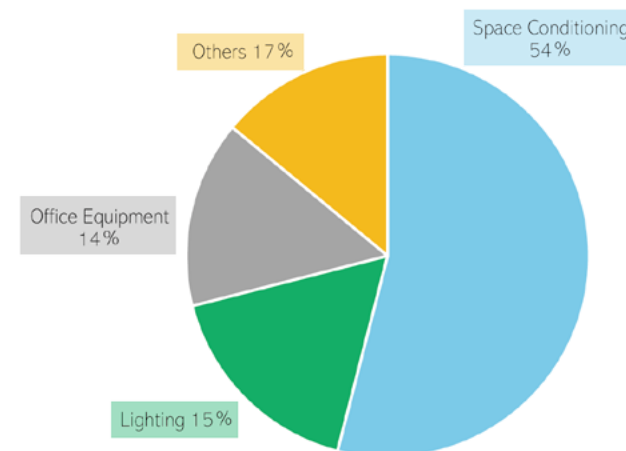
This booklet[^] aims to provide tips for saving energy in the office*.

Some simple energy saving tips at office:

- ◆ Set and maintain air-conditioned room temperature between 24°C and 26°C in summer.
- ◆ Switch off office equipment that is not in use.
- ◆ Use appliances with timer control or automatically switch-off control functions to avoid leaving appliances in standby mode for a long period.
- ◆ Procure energy efficient office equipment.
- ◆ Carry out regular maintenance on office equipment for optimal energy efficiency performance.
- ◆ When leaving office, arrange for the last-man-out to check and switch off the power source to all air conditioning, lighting and office equipment that are not in use.

Breakdown of Energy Use
of a Typical Office ▶

(Average shares of the Energy Use
between year 2005 and 2014)



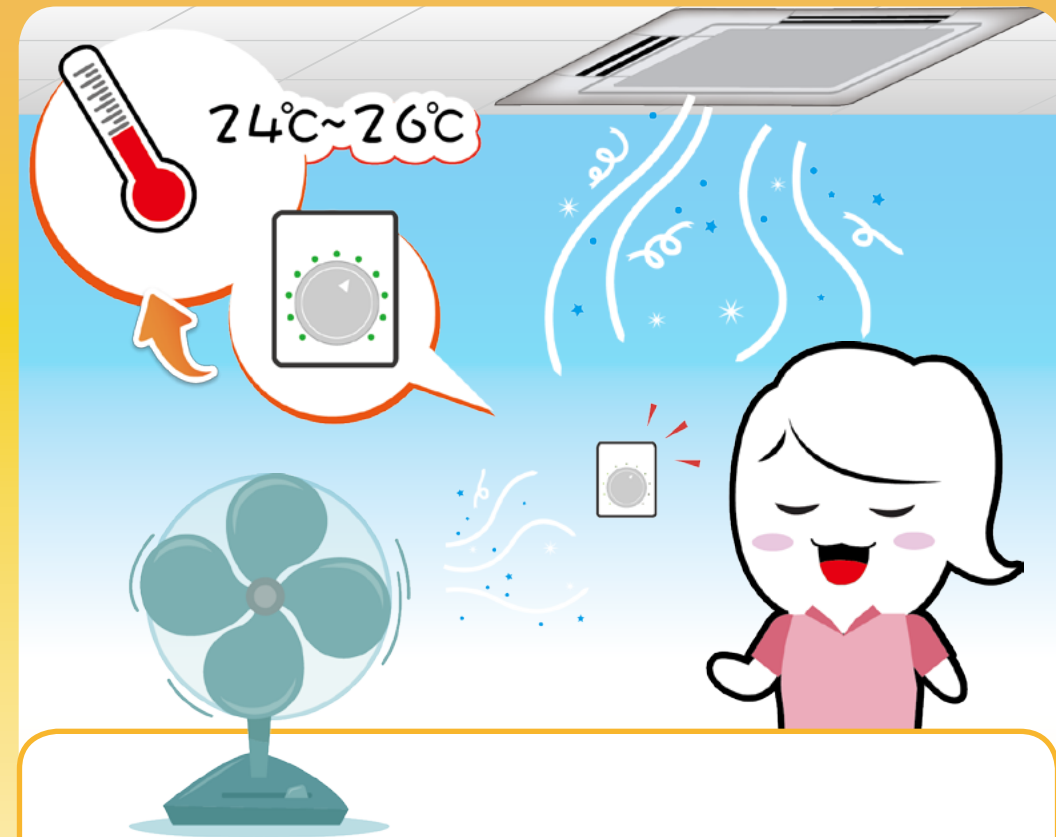
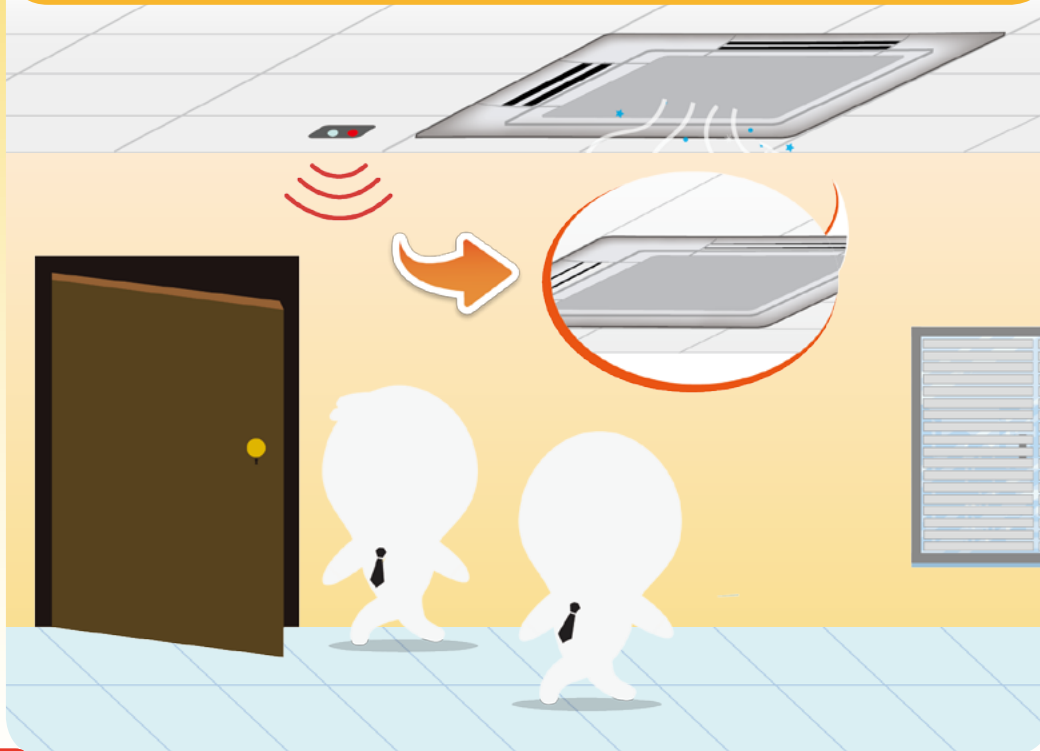
Source: EMSD - Hong Kong Energy End-use Data

[^] This booklet can be downloaded from this link:
http://www.emsd.gov.hk/en/energy_efficiency/energy_management/publications/index.html

* Some energy saving tips are also applicable to homes.

Air Conditioning (AC) and Ventilation

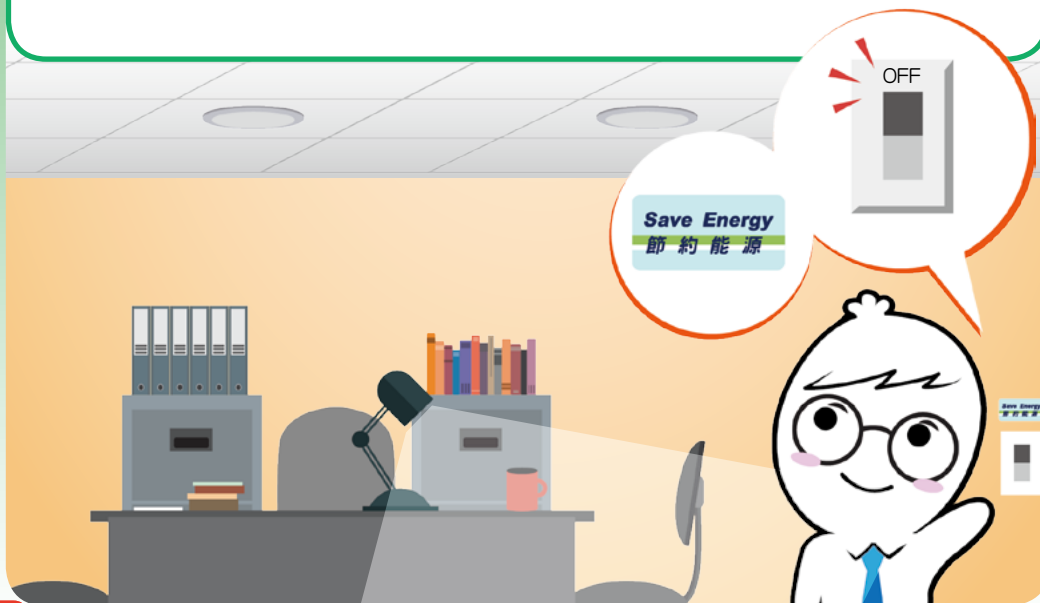
- ◆ Switch off the AC in offices, meeting rooms, etc. right after use. Affix “Save Energy” stickers as a reminder at the exit.
- ◆ Install occupancy/motion sensors to automatically switch on and off the air-conditioning in those areas infrequently used, e.g. in conference rooms.
- ◆ Keep the windows and doors closed when the AC is turned on and use curtains or blinds to shade against sunlight.
- ◆ Switch off lighting and heat-producing appliances that are not in use to reduce air-conditioning load.



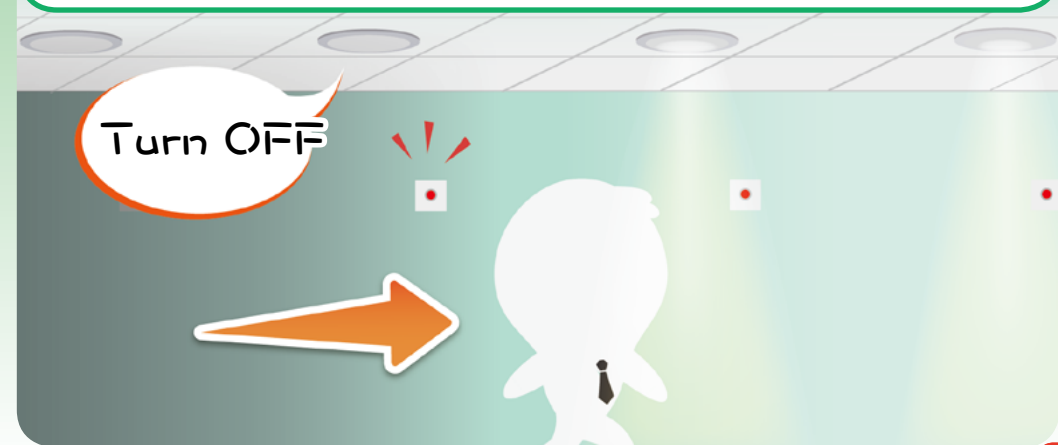
- ◆ Dress light to minimize the use of AC.
- ◆ Maintain average room temperature between 24°C and 26°C in summer months.
- ◆ Install thermometers to monitor the room temperature to avoid excessive cooling.
- ◆ Set the fan coil to "low" fan speed as the normal setting. Use a high fan speed rather than lowering the temperature setting to cater for increased cooling demand.
- ◆ Consider using fan in conjunction with AC to spread the cooled air more effectively.
- ◆ Clean dust filters and fan coil units regularly. Remove obstructions at air inlets and outlets of the AC and ventilation.

Lighting

- ◆ Switch off lights that are not in use. Affix "Save Energy" stickers near the switches as a reminder.
- ◆ Remove excess lighting in areas that are too bright.
- ◆ Maintain only those lighting which are essentially needed for safety, security or other specific purposes in areas that are infrequently occupied.
- ◆ Maximize daylight usage.
- ◆ Use task light to minimize general lighting.
- ◆ Install parabolic-type lighting reflectors to reflect sufficient light with fewer fluorescent tubes.
- ◆ With few people working in the office, switch off the non-essential lighting and use task lighting to directly illuminate work areas.



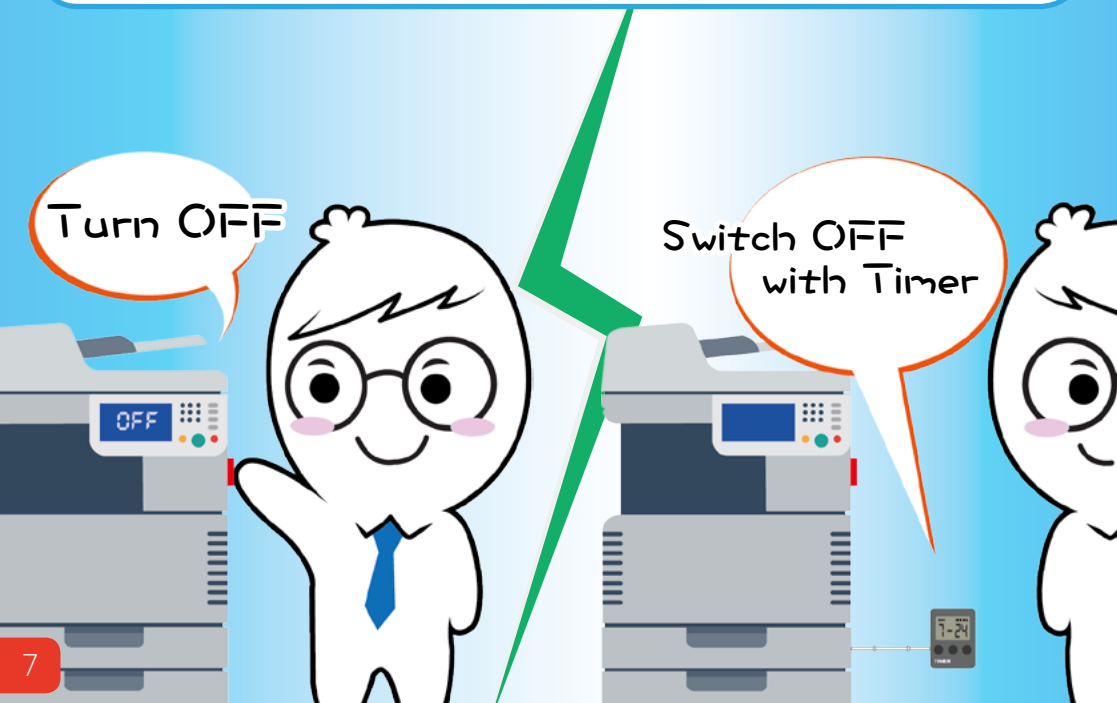
- ◆ Install occupancy/motion sensors to automatically control on/off of lighting in public areas such as corridors, toilets etc.
- ◆ Install lighting zone control wherever possible to switch lighting off in unoccupied areas.
- ◆ Keep all windows, light bulbs and light fittings clean to maintain optimum lighting performance.
- ◆ Replace T8 and T12 fluorescent lamps with T5 fluorescent, compact fluorescent or Light Emitting Diode (LED) lamps for higher energy efficient.
- ◆ Replace conventional "Exit" signs with LED "Exit" signs for energy saving and longer lamp life.



Office Equipment

Photocopier and Printer

- ◆ Switch off photocopiers and printers after office hours.
- ◆ Set the "Low Power" and "Off" mode default period to the lowest setting.
- ◆ Follow the maintenance schedules of appliances as recommended in the instruction manual of the related appliance.
- ◆ Photocopy in batch as it can minimize energy consumption due to less frequent starting.
- ◆ Arrange the "last-man-out" to switch off all photocopiers and printers or use timer switches to reduce power consumption.
- ◆ Use the "Print Preview" function to check the layout and style of document before printing.
- ◆ Adjust the margins and font size of documents in order to optimize use of paper.

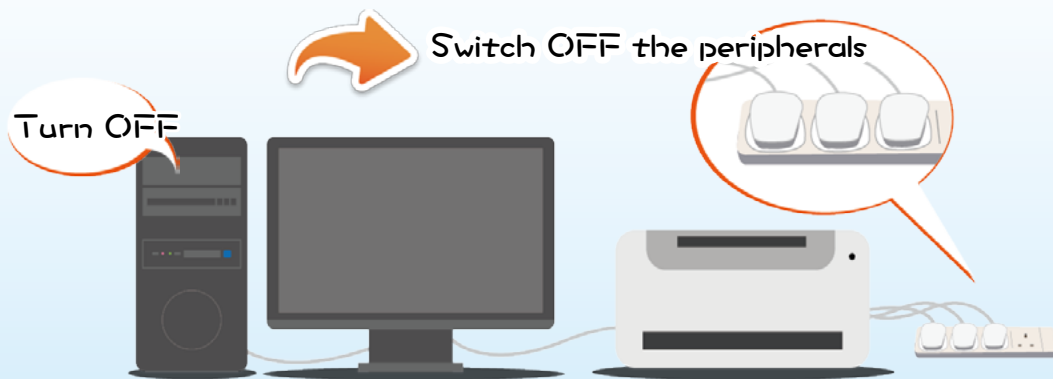


Fax Machine

- ◆ Divert calls to one or two units after office hours and switch off the remaining units if there are many fax machines.
- ◆ Preset the "sleep" mode default period to the lowest setting.
- ◆ Select fax machines with power management capabilities, e.g. fax machines of model with energy saving function.
- ◆ Avoid using a full sheet of paper as a covering page for fax. If necessary, use a stick-on label instead of a covering page to save paper.
- ◆ Using existing computer to receive fax can save resources in printing fax.

Receiving





Computer

- ◆ Switch off computers after office hours or when leaving the workplace to reduce power consumption.
- ◆ Use the power management feature to preset the computer to "sleep" or "hibernation" mode when it is idle.
- ◆ Switching off the screen can save even more energy than just letting the screen savers run.
- ◆ Reduce the brightness level of the screen to the lowest comfortable level.
- ◆ Use intelligent adaptor to automatically switch off peripheral devices, such as monitor and printer, for reducing standby power.

Charger

- ◆ Unplug all equipment chargers and adapters when they are not in use.



Avoid Standby Mode after Office Hours

- ◆ The energy wasted by a photocopier left in "standby" mode overnight is enough for making up to 700 copies of A4 size paper.
- ◆ The power wasted by a desktop printer left in "standby" mode after office hours accounts for 70% of the total energy consumed by the printer.



Related Websites

ENB/EMSD - Energy Saving for All

<http://www.energysaving.gov.hk>

<http://www.energyland.emsd.gov.hk>

<http://www.energylabel.emsd.gov.hk>

http://www.emsd.gov.hk/en/energy_efficiency/voluntary_energy_efficiency_labelling_scheme/scheme_documents/index.html

EPD - Energy Saving, Waste Less and Low Carbon Living Style

http://www.epd.gov.hk/epd/english/how_help/living_style/living.html

Water Supplies Department - Water Saving Tips

http://www.wsd.gov.hk/en/education/water_conservation/water_saving_tips/index.html

http://www.wsd.gov.hk/en/plumbing_and_engineering/wels/wm_index/index.html

HK Sustainable Technology Net

<http://sustech.emsd.gov.hk>

HK Electric - Smart Tips for Energy Efficiency

<https://www.hkelectric.com/en/customer-services/energy-efficiency-safety/electricity-at-home/efficient-use>

CLP - Energy Saving Ideas

<https://www.clp.com.hk/en/my-home/energy-saving-ideas>



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