



Green-Up
Your
Office
and
Really
Make a Difference

An Easy-to-Use Guide to Saving Energy and Money at Your Office

Check List for Greening-up Your Office

Power Down:

- Turn off lights, computers, monitors and other desktop appliances when not in use
- At the end of the day unplug computers and monitors
- Use switched plug strips on anything with a transformer plug
- Unplug unused cafeteria appliances such as coffee pots and toasters
- Set your computer to go on standby after 15 minutes of no use

Heating and Cooling:

- Use a fan instead of air-conditioning
- Heat or cool a place only when occupied
- Set building heat down in winter

On Your Desk: (Get rid of energy-wasters)

- Use 90% less energy by replacing your company PCs with a Wyse thin client server-based system. Your company could save as much as \$75/year for every PC they replace with a Wyse thin client.

Green Your Transportation:

- Carpool, vanpool, take a bus, ride a train or take the subway
- Better yet - walk or ride a bike (your body will love you)
- Encourage your company to celebrate car-free days each week
- Drive a hybrid or an electric car
- Reduce airline travel and use Citrix GotoMeeting for meetings
- When driving, you can save up to 30 miles per tank by driving 55 vs. 65 MPH

Rethink What You Consume:

- Eliminate small bottled water and use a water cooler - on average a 200-person company uses 8 miles of water bottles (laid end-to-end) each year
- Eliminate Styrofoam coffee cups and encourage people to bring their own mugs
- Don't print emails if you don't really need to
- Reduce or eliminate new paper products such as non-recycled boxes or product stuffing materials

Make Change:

- Become a Green Evangelist for your company and encourage others to join-in
- Set company policy to accept and adopt more green standards. Ask HR to assist in recognition programs for those who embrace green programs

Energy is by far the largest expense in business today. Office buildings use approximately 19 percent of all energy consumed in the US - adding 20 percent to the US total greenhouse gas emissions.

Everyone wins if you just stop and rethink the way you use energy.

By following this guide's simple, easy-to-apply suggestions, you will reduce energy output, save money, and help to cool the climate. It's a no-brainer.

Green-Up Your Office and Really Make a Difference is brought to you by Wyse Technology.

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EarthSmart Computing



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