

TURN IT OFF TOOL

This tool should be used in conjunction with the Energy Audit Tool;

<http://www.phsa.ca/AboutPHSA/Environmental-Sustainability/Green-Plus-Leaders/default.htm>

OBJECTIVE:

To reduce Lower Mainland Health Authority electricity use, and to foster a workplace culture where everyone turns off lights, computers and other electronic equipment when not in use.

STEPS:

Step 1

Speak with your manager/director regarding the **Turn It Off** program that you will be initiating. Get them on board first. **Also, ensure you have completed your baseline energy audit.** See the Energy Audit Tool on the Green+Leaders website for instructions on how to complete this.

<http://www.phsa.ca/AboutPHSA/Environmental-Sustainability/Green-Plus-Leaders/default.htm>

Step 2

Locate all your workplace light switches and computer monitors. Ensure that the light switches have *Lights Off!* stickers on them and monitors have *Monitor Off!* stickers.

Step 3

Place the energy saving posters around your work area in prominent locations to act as prompts.

Step 4

Have your manager send out email 1 (below) asking people to take responsibility for the electricity use in our workplace or send the email yourself. You can also bring up the points in the email at a staff meeting.

EMAIL 1

Subject: Being LOW ENERGY is a good thing!

The Lower Mainland Health Authorities use approximately 280,000,000 kWh of electricity per year. This is enough electricity to power about 28,000 homes for a year.

The Lower Mainland Health Authority is working towards being a leader in environmental sustainability, we have committed to significantly reducing our energy use. So please turn off all lights, shared and personal equipment when they are not in use for longer than 15 minutes. This includes computer monitors, printers, speakers, space heaters, fans and A/V equipment. Also unplug any battery, phone chargers, kitchen appliances (where appropriate), fans and space heaters.

Your computer must be left on after-hours; however you can turn off the monitor. A computer monitor uses about 26 watts of power when on, about five to ten watts in sleep mode and almost none when off. Essentially sleep mode and turning the monitor off are not the same thing. While electronics and appliances do use less power in standby than when they are on, they are still drawing power, in some cases 10-15 watts. Several studies have found that between 5-10% of total electricity usage is from appliances and electronics in standby/sleep mode.

One monitor using a few watts may not seem like much, but you have to multiply that by the over the thousands of monitors and countless other electronic equipment each Health Authority has. Monitors consume approximately 25% of the total energy required to run a computer. Also, screen savers do not

save energy - complex screen savers can actually increase energy use. Turning your monitor off will not affect the programs you are working on.

Also, we have a number of “orphan” spaces in our unit that don’t belong to any one person. Please adopt these spaces and make an effort to ensure lights and equipment is turned off in them when not in use.

So don’t be surprised to find the lights off in the (kitchen, coffee area, meeting room, copy room, washroom, etc.)

Let’s work together to meet our workplace energy reduction targets!

Thank you!

Step 6

At the next staff meeting raise the issue of energy reduction and help to generate awareness of this toolkit. Identify the people who are most likely to leave your unit at the end of the day and work with those people to ensure lights and equipment are turned off. Designate them as responsible to ensuring things are turned off. If they will not be around on a particular day get them to ask someone else to have the responsibility on that day. If necessary walk them around to show them the location of all the switches and equipment.

Find volunteers or nominate people to adopt the various common spaces or other ‘orphan’ areas (such as a kitchen, break room, copy room, meeting rooms, storage room, bathrooms etc.) and designate them to turn off the lights or other equipment in those areas when other people ‘forget’.

EVALUATION

Compare your findings of the number of lights and equipment left on from the initial baseline from the *Energy Audit Tool* and from after the campaign has been running for a few weeks. Determine any improvement in **Turning It Off** behaviour. Send your findings to Meredith Hunt, Green+Leaders Program Coordinator, mhunt2@phsa.ca.