

ENERGY-SAVING TIPS

All EUI members are asked to join the efforts to reduce energy consumption and consequently energy costs for the upcoming year, contributing to saving resources and decreasing carbon emissions. The following 10 energy-saving tips are provided to the entire EUI community.

1. LIGHTS

Turn off lights in any room when lights are no longer needed. Lighting accounts for 5 percent to 10 percent of total energy use: the potential for waste is enormous. Make the most of natural daylight, using desk lamps rather than general lighting. Be proactive: if you detect unnecessary lights, turn them off!

2. COMPUTERS

If you are using an EUI Windows laptop, an EUI Apple computer (iMac or MacBook) or any other device (including personally-owned ones), make sure to turn it off when you leave the office. Alternatively you may turn on power saving options like Sleep/Suspend/Hibernation mode:

- [Mac](#)
- [Windows](#)
- [GNU/Linux \(Ubuntu\)](#)

Office EUI Windows desktops are set to turn the screen off after 15 minutes of inactivity. However, this does not apply to the computer, in order to allow users to remotely connect to it while on telework. If you are not planning to telework, please turn off your office computer when leaving the office. Please note: ICT Service's centrally managed security and software updates, sent overnight to your computer, will be downloaded and installed as soon as you turn on the computer again. Please allow a few minutes for these changes to take effect before Windows successfully starts up.

3. THERMOSTATS (heating / cooling)

EUI has many different heating and cooling systems, which makes it difficult to give general rules about thermostat use. Use the thermostat, if available, to maintain comfortable conditions in your workspace, and set it at the desired room temperature within the set point indicated by the EUI Heating and cooling policy. During non-use periods, please turn off the thermostat to reduce energy use as much as possible.

4. LIFTS

Limit the use of lifts and elevators across the Campus if they are not necessary for reduced physical ability.

5. ELECTRIC SPACE HEATERS

Although it might be cool on winter mornings after an overnight shutdown of heating systems, the use of electric heaters is strongly discouraged. Electric space heaters consume 1500 watts/hour at their typical standard setting; that's essentially the energy consumption p/hour of 10 desktop computers with monitors. So if you feel cold by the time that heating systems are recovering, consider bringing a sweater to work. We remind you that the use of space heaters is only allowed temporarily in case of malfunctioning of general heating systems/units and/or of serious proven health conditions (request to be submitted to the HSSO).

6. APPLIANCES & ELECTRIC DEVICES

Turn off coffee pots, tea kettles and similar appliances when they are not in use.

7. GO PAPERLESS

Being as "paperless" as possible in your office saves the energy that you would have spent printing off sheets of paper for meetings or notes. This will also reduce paper waste: add documents to a shared drive instead of printing out a copy, or use tablets and phones to display them.

8. WINDOWS

In winter, shutters, drapes or blinds should be open when windows are in direct sunlight or you are using the daylight, and closed otherwise. During summer, close shutters, drapes or blinds to prevent direct sunlight from entering the room.

9. DOORS

Vestibule and common spaces' doors should not be left open and should always be closed behind you to avoid energy waste.

10. MAINTENANCE

Notify the EUI helpdesk if your work area is overheated in the winter or overcooled in summer.