













# Turn it Off!

## Energy Efficiency Reminder Label Templates

One of the easiest ways to reduce energy consumption and cut costs is to only use the equipment that's necessary. Leaving on the lights, computers, coffee makers, etc... when they're not being used can add significantly to your energy costs.

We have a set of label templates that you can print out as reminders for everyone using your facilities to turn off electrical equipment when they're finished, or if it will be left unused during lunch breaks, and long meetings. etc... These labels are designed for use with self-adhesive type laser / inkjet printer labels. Use 1" x 2<sup>5/8</sup>" address labels. Avery product # 5160 or MACO product # ML-3000.

The labels will print in Microsoft Word. Just open the file for the label you'd like, load the labels into your printer, and print them out.

Label	Notes
<p><b>PLEASE TURN OFF LIGHTS!</b> WHEN LEAVING THE ROOM</p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>A common myth is that turning off fluorescent lights reduces their life and results in maintenance costs that exceed energy cost savings. This is not true (unless the lights are cycled on/off constantly). <b>If a space will be vacant for 15 minutes or longer</b>, energy savings from turning lights off will be greater than the wear of cycling the lighting system.</p>
<p><b>PLEASE TURN COMPUTER OFF</b> AT NIGHT OR IF IT WILL BE IDLE FOR MORE THAN 2 HOURS</p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>Your computer is a silent energy hog. Even in "standby" mode it uses power. Turning off unused computers at night saves over \$10 per year, each if they "sleep" at night, \$20 per year more if the computer is active all the time.</p>
<p><b>PLEASE TURN MONITOR OFF</b> AT NIGHT OR IF IT WILL BE IDLE FOR MORE THAN 2 HOURS</p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>Monitors also consume power if left on while not in use. If a screensaver is in use the monitor is still at <i>FULL</i> power, and uses the same amount of energy as if you were using the computer.</p>
<p><b>PLEASE TURN PRINTER OFF</b> AT NIGHT AND ON WEEKENDS</p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>Printers consume energy while in standby mode. Turn them off at night and on weekends.</p>
<p><b>PLEASE TURN COPIER OFF</b> AT NIGHT AND ON WEEKENDS</p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>Copiers also use significant amounts of electricity while in standby mode.</p>
<p><b>PLEASE TURN ME OFF AT NIGHT</b></p>  <p>Help us Save Energy and Reduce Costs</p>  PUGET SOUND ENERGY	<p>Equipment such as laminators, coffee makers, and personal items (space heaters, task lights, radios) also add significantly to energy costs if not turned off when not in use. Use this label to remind your staff to turn off unused equipment.</p>



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Here's a table that lists some energy costs for basic equipment used in your facility. This equipment that was not built into the building is called "Plug Load". It is a major contributor to energy costs and something that YOU have control over. Savings can be significant if everyone using the facility remembers to turn off equipment when it's not being used.

## Office Equipment Energy Costs

Based on electricity cost of 7.1 cents per kWh

Equipment Type	Energy Consumption (Wattage)	Qty	"On" hours per day	Operating Days per year	Annual Energy Consumption (kWh)	Annual Operating Cost
Computer & Monitor in Standby Mode	35	1	14	250	122.5	\$ 8.70
Computer & CRT (TV Tube) Monitor- on	160	1	9	250	360	\$ 25.56
Computer & Flat Panel Monitor - On	100	1	8	250	200	\$ 14.20
Commercial Laser Printer	100	1	8	250	200	\$ 14.20
Desk size Inkjet Printer	100	1	8	250	200	\$ 14.20
Small Copier	135	1	8	250	270	\$ 19.17
Large Copier	540	1	8	250	1080	\$ 76.68
Space Heater	1,500	1	6	250	2250	\$ 159.75
Coffee Pot	1,200	1	4	250	1200	\$ 85.20
Radio	20	1	8	250	40	\$ 2.84
Task Light	30	1	8	250	60	\$ 4.26
Small "Dorm" Refrigerator (1.7 Cu. Ft)	35	1	24	365	307	\$ 21.77

Use the "PSE Plug Load Calculator" spreadsheet to get a better estimate of your facility's energy costs for lighting and plug load. It has worksheets that allow you to calculate the energy use and costs of lighting and operating office equipment in your facility. The calculator will also help quantify savings from reducing equipment usage in your facility.

### Office Equipment Energy Savings Calculator

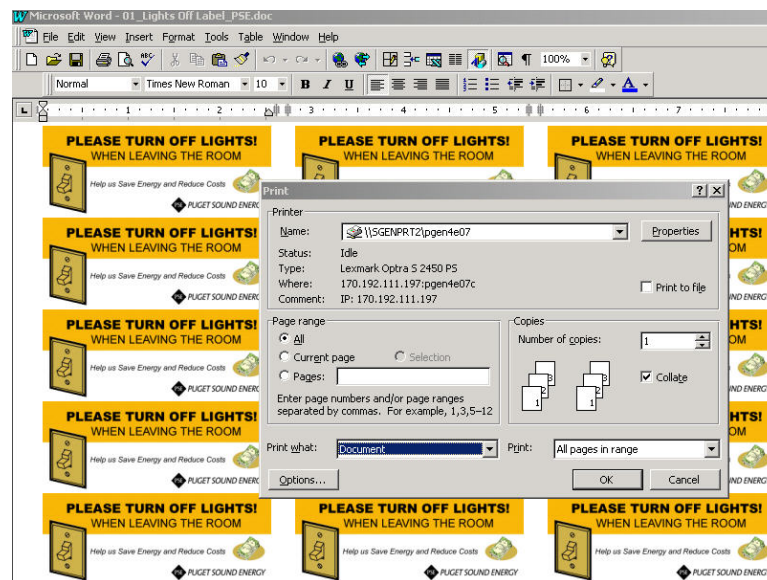
Equipment Type	Energy Consumption (Wattage)	Qty	# Of Hours Reduced	Operating Days per year	Annual Energy Savings (kWh)	Annual Cost Savings
Computer & CRT	160	1	2	180	58	\$ 4.09
					0	\$ -
					0	\$ -
					0	\$ -
					0	\$ -
					0	\$ -
					0	\$ -
					0	\$ -
					0	\$ -
<b>TOTAL ENERGY &amp; COST SAVINGS</b>					<b>58</b>	<b>\$ 4.09</b>



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## How To Print PSE's Energy Efficiency Reminder Labels:

1. Open the file for the label you'd like to print for a full sheet of labels
2. Load Labels into your printer  
Use 1" x 2 5/8" address labels (Avery #5160, or MACO #ML-3000)
3. In Microsoft Word click once on the "File" menu in the upper-left corner of the window, then click "Print" to open the print menu.



4. Select the printer you've loaded your labels into, choose the number of copies, and click OK.

## Customized Label Print outs

You can also "cut and paste" to create a mixed sheet to print out the desired number of each label.

1. Open the "06\_Mixed label template\_PSE.doc" file. This opens a blank document to paste label designs into.
2. Open the file(s) you'd like to choose label designs for
3. Click once on the label design you need, right-click while it's highlighted, then left-click the copy command from the pop up menu.
4. Click on the Mixed label template, to make it the active window. Choose a cell in the table and paste the label design into the cell. Repeat until you have the desired quantity of each label.
5. Print according to the printing instructions above.