

10:10 LOW-CARBON COMPUTING CHECKLIST. BE PART OF THE SOLUTION.

Produced in association with



GlobalActionPlan
creating the climate for change

1

Create a green IT plan.

Envision how to align your use of IT with your company's environmental and social responsibility and draw up a plan or policy enabling this.

TICK ME WHEN DONE

2

Assemble a team to lead the initiative

Make sure they have management support, adequate resources, clear goals and the authority to drive changes. Enrol any enthusiastic volunteers who want to help.

3

Measure your impact

Make a note of all the office equipment consuming power. Look to manufacturer's information or energy monitors to help understand how each item contributes to your company's overall energy use.

4

Switch off PCs

A PC left on all day and night is using up energy up to 168 hours a week instead of your normal working hours. Switching them off can save £30 to £70 from energy costs per PC.

5

Turn on inbuilt energy-saving software

PCs have power management features that are often disabled by default; turn them on and switch screensaver settings to standby while your computer isn't in use to make immediate savings in energy costs.

6

Use energy-efficient equipment

Look at the total lifecycle cost of the equipment you buy. An item that is slightly cheaper to buy now may cost more over its life span in increased energy costs. Ask about energy efficiency and ongoing costs before you make your purchase.

7

Buy for the future

Most of the energy your PCs will ever use is embedded in their manufacture. Buy equipment which has spare RAM or hard drive slots for future upgrading. Keep your PCs as long as you can and dispose of them thoughtfully.

8

Turn off office equipment

Put a notice up in the office for the "last one out" to make sure items which won't be used are switched off. Office printers and faxes are typically only in use 1-2% of the time, and are often left on at nights, weekends and holidays.

9

Reduce business travel

Teleconferencing, VPNs and web based applications are all ways of avoiding long business trips. Increase productivity and save on travel costs by saving face-to-face conversations for that extra special meeting.

10

Think creatively

Digital technology has revolutionised mail, music, tax returns, shopping and many other fields, increasing convenience and cutting carbon intensity. When assessing your business processes think creatively about how IT could be used to make them leaner and greener.

MORE INFO

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