



Reducing Energy Consumption

1. Device Management

A. Use Energy-Efficient Devices

- ☐ **Device Procurement:** Prioritize the purchase of energy-efficient laptops, monitors, and peripherals.
Solution: Look for devices with ENERGY STAR certification or EPEAT rating, which ensures lower power consumption.
- ☐ **Lifecycle Assessment:** Evaluate the energy efficiency of devices during procurement and replacement cycles.
Solution: Conduct a lifecycle cost analysis considering both upfront costs and long-term energy savings.
- ☐ **Encourage Device Upgrades:** Promote the upgrade to newer, more energy-efficient hardware.
Solution: Create a replacement schedule that prioritizes replacing older, less efficient devices with modern, energy-saving models.
- ☐ **Assess Peripheral Devices:** Ensure that printers, scanners, and other peripherals are also energy-efficient.
Solution: Opt for multifunction devices (printer, scanner, copier) to reduce the number of separate devices and their energy use.



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B. Power Management Settings

- ☐ **Implement Sleep Mode:** Set up all devices to automatically enter sleep mode after a period of inactivity (e.g., 10 minutes).
Solution: Use the operating system's power management settings to configure automatic sleep mode for all devices.
- ☐ **Automatic Shutdown:** Schedule devices to shut down completely during non-working hours.
Solution: Implement group policies or use device management software to enforce shutdown schedules after office hours.
- ☐ **Adjust Display Brightness:** Encourage lowering display brightness to a comfortable yet energy-efficient level.
Solution: Set default display brightness to 50-70% across all devices, and educate employees on how to adjust it.
- ☐ **Use Power Strips:** Connect multiple devices to power strips with surge protection to easily switch off groups of devices when not in use.
Solution: Provide power strips to each workstation and train employees to turn them off at the end of the day.
- ☐ **Energy Usage Monitoring:** Install software to monitor the energy consumption of individual devices.
Solution: Use tools like Joulemeter or built-in power usage reporting to track and optimize energy



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2. Cloud Services

A. Optimize Cloud Storage

- ☐ **Regular Clean-Up:** Schedule regular clean-ups of cloud storage to remove outdated or unnecessary files.
Solution: Set reminders for quarterly storage reviews to archive, delete, or consolidate files.
- ☐ **File Organization:** Implement a clear, standardized file organization system to avoid duplicate or unnecessary files.
Solution: Use a consistent folder structure and naming conventions to keep cloud storage organized.
- ☐ **Compression of Large Files:** Compress large files before uploading them to cloud storage to save space.
Solution: Use file compression tools like ZIP or RAR to reduce file size before cloud storage.
- ☐ **Archive Old Projects:** Move inactive or completed project files to cold storage or archival solutions.
Solution: Implement a policy for archiving projects older than one year, moving them to lower-cost, lower-energy storage tiers.



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2. Cloud Services

B. Choose Green Cloud Providers

- ☐ **Research Providers:** Select cloud service providers that are committed to using renewable energy and reducing carbon emissions.
Solution: Choose providers like Google Cloud, Microsoft Azure, or AWS that have strong sustainability initiatives and are powered by renewable energy.
- ☐ **Assess Carbon Footprint:** Review and compare the carbon footprint of different cloud providers.
Solution: Use sustainability reports or carbon calculators provided by the cloud service to assess environmental impact.
- ☐ **Green Hosting Options:** Opt for green hosting services for website and application hosting.
Solution: Select hosting providers that utilize renewable energy sources or carbon offset programs.
- ☐ **Data Center Locations:** Consider the location of data centers, choosing those closer to your primary user base to reduce latency and energy consumption.
Solution: Use the cloud provider's network map to select data centers that offer low-latency, energy-efficient service to your key markets.