# SAVING ENERGY On Campus



### 2200 Bancroft Office of Public Affairs



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2200 Bancroft may be an off-campus building, but it still plays an important role in communicating and modeling energy-efficient behaviors. This building has already shown success with regularly turning off lights and unplugging appliances.

#### General Appliances

Many of the office spaces had general appliances, including computers, printers, minifridges, fans, task lamps, etc. Several of these appliances were personal electronics, some of which were plugged into power strips. In the kitchen, all appliances were unplugged when not in use. During the survey, many personal printers were discovered, even though there were shared network printers in the office. In the main design room, there were five different printers which could be turned off when not used regularly. Another detail noted is that there were walkie-talkie and battery charging stationsall devices were fully charged but still plugged in.

Recommendations:

- Use network printers instead of personal printers.
- Recycle e-waste through Berkeley Overstock and Surplus.
- Use sleep mode on printers that must stay on.
- If network printers can be turned off, it is advised that they be powered down at the end of the day. If they are not used frequently, consider turning them off until needed.
- Fully utilize power strips by plugging in appliances that do not need to stay on at night, then turning off the strip at the end of the day.
- Consider using power strips for the walkietalkie and battery charging stations.
- Reduce brightness and increase contrast on computer screens.
- Avoid using screen savers; instead use sleep mode or turn monitors off when not in use.
- Keep vents on computers clean and unblocked.
- Consider Energy Star and other energy saving technologies when purchasing new appliances.





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### Heating & Ventilation

There were three main thermostats in the office, which were set to 76°F. Occupants that we interviewed stated that the temperature was generally comfortable, but that the heating was not always functioning properly since the vents blew near the rooftop windows and lost heat. Due to the insufficient heating during the winter months, many people had personal heaters in their cubicles.

Recommendations:

- Since personal space heaters use more energy per space than a heating system, consider wearing layered clothing during the winter months.
- Instead of personal fans, open windows or wear cooler clothing during warmer months.
- Make occupants aware of thermostat locations and who to ask about temperature adjustments.



### Lighting

During the daytime, the office is well lit by natural light in the main cubicle areas. The myPower team noted during the survey that many people were taking advantage of the natural light and did not require overhead lighting. Many office spaces also had task lamps, which could be used in place of overhead lights when natural lighting is insufficient. Several interior offices were equipped with sensors, which are great ways to ensure that lights are not left on unnecessarily. The restrooms were also outfitted with occupancy sensors, which turned off the lights after five minutes.



Recommendations:

- Use natural light as much as possible.
- Turn off overhead lighting when using task lamps or when natural light can be used instead.
- Turn off lights when leaving a room.
- Have someone manage the sensor lights in common areas like hallways to ensure that they are properly utilized.

### Further Resources

- Power Agents
  - <u>mypower.berkeley.edu/about/</u> <u>power\_agents.html</u>
  - Physical Plant Campus Services (PPCS)
    - (510) 642-1032
      24 hour custodial services
- myPower Office tips available at:
  myPower.berkeley.edu
- Berkeley Overstock and Surplus
  - <u>businessservices.berkeley.edu/</u> <u>overstock</u>
  - Contact for electronic recycling

