# Move the Power Strip—Reduce Plug Load Save Money and Energy!

A plug load is the energy consumed by any electronic device that's plugged into a socket. When a computer or other electronic device remains plugged in, even though it may be in sleep or standby mode, it can still use power. This phenomenon is sometimes called "phantom load." It's a waste of energy and money.

Moving your power strip, also known as surge protector, to the top of your desk can help you reduce plug load by reminding you to turn off the power to your workplace tools at the end of your shift. Just follow these helpful guidelines.

**Step 1: Determine what can be powered off.**
Ask yourself which of your workplace tools can be turned off at the end of your shift. Consider whether a fax machine needs to stay on or if the remote access of files via WebEx requires your PC to stay on. Typical items that can be turned off include task lighting, adding machines, monitors, fans, and sometimes PCs. See the reverse side of this document for more examples.

**Step 2: Determine how many power strips you need.**
Based on Step 1, determine if your existing power strip is sufficient or if you need another one. Departments are responsible for purchasing power strips for their employees so keep these tips in mind:
- Sometimes simple cable management can help reduce the need for additional power strips.
- **Don't** plug one power strip into another one. This is called "daisy chaining" and it's a safety hazard. Each power strip should be plugged into an individual electrical outlet since they provide surge protection for electronic devices.

If you do need to buy another power strip, Facilities recommends item number S999004 from www.officemaxworkplace.com .

**Step 3: Turn off the power.**
Before rearranging power cords, turn off all devices and the power strip. Then safely unplug all cords. Unplug the power strip.

**Step 4: Move the power strip.**
Locating the power strip on top of your desk makes it easier to turn off and serves as a visual reminder that energy is being consumed. Reroute all device plugs to the newly located power strip and plug them in. Plug in the power strip; once it's on, proceed to power on all devices as needed.

**Step 5**: **Power devices down first, then the power strip.**
At the end of each day, power off your computer, then turn off the power strip to turn off all other devices.

Got a question? Got a challenging modification? Contact your department's Energy Team member, Sustainability Liaison, or Facilities Liaison to ask for help.

# Managing Office Plug Load

**Maybe you could turn off…**
- Computers*
- Monitors
- Task lights
- Desk lamps
- Fans
- Phone chargers
- Radios
- Computer speakers
- Desk-side printers/scanners/copiers
- Digital photo frames
- Shredders
- Adding machines
- Electric staplers
- Battery chargers (empty)
- Typewriters
- Microwaves
- Coffee makers
- Toasters

**Maybe you should leave on…**
- Fax machines
- Image runners
- Networked laser printers^
- Headset chargers$^\Delta$
- Digital clocks
- Refrigerators
- Water coolers+

*Computers may need to be left on if the employee needs to access files remotely through WebEx.
^Verify that these are set to go into PowerSave or sleep mode after a period of non-use.
$^\Delta$ For overnight charging
+Consider adding a timer so these shut down overnight.


**Top office energy users (heaviest plug load at the top):**
1. Cold beverage vending machine
2. Water cooler
3. Refrigerator
4. Personal space heater
5. Computer, desktop
6. Projector
7. Microwave oven
8. Monitor
9. Incandescent lamp
10. Computer, laptop
11. Personal fan
12. Task lamp (fluorescent)
13. Computer speakers
14. Clock radio/small stereo
15. Copier/scanner/fax machine