


# Business Recovery Checklist

✓ Keep your office energy efficient with our Business Recovery Checklist	
<i>Computer equipment</i>	Remember to turn off PCs, monitors, printers, fax machines and copiers every night and weekend, and when not in use for hours at a time. If you can't turn off the entire computer, turn off the monitor and the printer.
	When you are not using them for a short amount of time, turn computers, copiers and other office equipment to low-power standby mode when not in use. Standby mode uses only half the amount of electricity.
	Disable the screensaver on your monitor, and enable the power management tool on your PC.
	If appropriate, use laptop computers -- they consume 90% less energy than standard desktop computers.
	If appropriate, use ink-jet printers -- they consume 90% less energy than laser printers.
	Implement paper-saving strategies such printing on both sides and re-using paper when possible. Paper-making factories use a lot of electricity.
	Replace old CRT (Cathode Ray Tube) monitors for computers with energy efficient LCD (Light Crystal Display) units.
<i>Lighting</i>	Avoid using artificial lighting and air conditioning if you sit near a window.
	Replace all incandescent globes with energy efficient CFLs ( Compact Fluorescent Lightbulbs) or LEDs (Light Emitting Diodes).
<i>Air conditioning</i>	Clean or replace air-conditioner filters once a month to keep them energy efficient.
	If you have an old air conditioner, consider installing a newer one. This will draw less electricity.
	When buying a new airconditioner, choose one with thermostat controls and programmable timers, so that you can manage your energy consumption.
	Keep your air conditioner on for as little time as possible, during the hottest hours of the day only.
	Ensure that the difference between the inside and outside temperature is never more than 10°C. Not only is a greater difference unhealthy, but it and will cause the air conditioning system to work too hard.
	Insulate the ceiling of the building, preventing solar heat from penetrating the building.
<i>Recycling</i>	Recycle newspapers, glass, and aluminium cans. It uses much less electricity to make products out of recycled material than to make them out
	Buy products with the recycled mark 

## *Safe tips for disposing of CFLs*

CFLs contain small amounts of harmful chemicals, and must therefore be disposed of with great care.

Drop off old CFLs at participating retailers who offer a take-back service, e.g. Woolworths, Pick 'n Pay. Take care not to break the lamps.

Always store used CFLs in a safe place, in a non-breakable container or plastic bag (to contain the lamp in the event of breakage) until they may be disposed of safely.

Only dispose of CFLs with general household waste as a last resort. In this case, wrap the bulb in newspaper and place it in a plastic bag to reduce the risk of breakage and potential contamination of other recyclable waste. Avoid touching it at all costs.