

Energy Use in Our Workplace – Face To Face Survey

Why are we asking you to complete this survey?

*This survey is designed to measure your energy-use behavior at work as the first stage of our **Behaviour Change Program** aimed at reducing our office use by 15% . The 20 simple questions should take you about 3-4 mins to complete. Your honest responses are anonymous and appreciated.*

We are asking you to complete this survey now and again in October. Your participation will help us evaluate the success of the program and ensure its continuity. Your responses will help the effectiveness of the program and our reporting requirements to OTTE (Office for Tertiary Training and Education).

Lighting

How many hours per day are your office lights on?

0	1-4	4-9	More than 9

Are your office lights on or off overnight?

On	Off

Are your office lights on or off over weekends and holiday periods?

On	Off

Computer Use

How many hours per day is your computer on?

0	1-4	4-9	More than 9

Is your computer on or off overnight?

On	Off

Is your computer on or off over weekends and holiday periods?

On	Off

Is your computer's 'sleep/power save' mode switched on (note: not screen saver)?

Yes	No

If yes, after how many minutes does it 'go to sleep'?

Less than 5	5-10	10-15	More than 15

Do you turn your computer monitor off when leaving your desk for more than 15 minutes?

Yes	No

Printing

How many people share a printer in your office? _____

Does your printer go into 'sleep/power save' mode when inactive?

Yes	No

Are your printers on or off overnight?

On	Off

Are your printers on or off over weekends and holiday periods?

On	Off

Photocopying and faxing

Do you use a photocopier at work?

Yes	No

If yes, does it go into 'sleep/powersave mode' when inactive?

Yes	No

Is your photocopier on or off overnight?

On	Off

Is your photocopier on or off over weekends and holiday periods?

On	Off

Do you use a fax machine at work?

Yes	No

If yes, does it go into 'sleep/powersave mode' when inactive?

Yes	No

Is your fax machine on or off overnight?

On	Off

Is your fax machine on or off over weekends and holiday periods?

On	Off

Kitchen

Does your office operate an urn or a kettle?

Urn	Kettle

Energy Use in Our Workplace
- Walk through Observation Audit

Number of staff _____

Computer Use

Number of computers (that are regularly used) _____

Computers usage after hours (measure Monday-Thurs after hours)

Number left on _____ number turned off _____

Computer usage over weekends and holiday periods (measure late Friday evening or early Monday morning).

Number left on _____ number turned off _____

Computer monitor use when inactive for more than 15 minutes?

(Measure over a lunch period and please exercise discretion)

Number left on _____ number turned off _____

Printing

Number of printers used regularly _____

Printer usage after hours

Number left on _____ number turned off _____

Photocopying and faxing

Number of photocopiers used regularly _____

Approx frequency of activity

Heavy (4-5 hours a day) _____

Medium (1-4 hours a day) _____

Light (less than 1 hour a day) _____

Is the photocopier on or off overnight? _____

Is the photocopier on or off over weekends and holiday periods? _____

Number of fax machines used frequently _____

Approx frequency of activity

Heavy (4-5 hours a day) _____

Medium (1-4 hours a day) _____

Light (less than 1 hour a day) _____

Is the fax machine on or off overnight? _____

Is the fax machine on or off over weekends and holiday periods? _____

Kitchen

Number of urns _____

Is the urn on or off overnight? _____

Is the urn on or off over weekends and holiday periods? _____