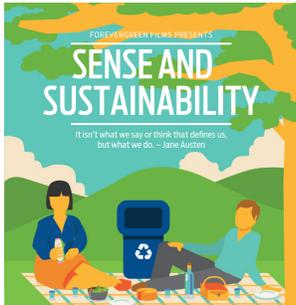


FOREVERGREEN TEAM PACK

SESSION GUIDE



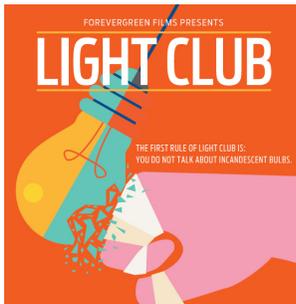
January: Intro to ForeverGreen

In January we will introduce you to Bentall Kennedy's ForeverGreen program and suggest activities to raise awareness of ForeverGreen within your organization. The property level ForeverGreen meeting and Walk-Through Checklist will also take place this month.



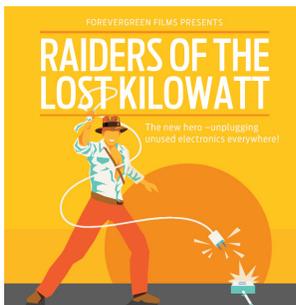
February: Energy Efficient Heating

In February we will discuss the importance of energy efficient heating and the inefficiencies of using space heaters. We will also have some fun with Sweater Day!



March: Energy Efficient Lighting

In March we will look at the impact that inefficient lighting can have on your electricity bills and provide suggestions to reduce this impact when an entire lighting retrofit isn't an option.



April: Plug Load

In April we will raise awareness of the issue of plug load and provide you with suggestions and activities to help reduce the energy consumed by plug load in your workplace.

WE ARE FOREVERGREEN!

A FEW REMINDERS BEFORE WE GET STARTED...

- ✓ Review newsletter and distribute within your organization
- ✓ Review ForeverGreen Team Annual Guide
- ✓ Find out if your Property Manager will be hosting a building level Green Team meeting - if so, attend!
- ✓ Complete Walk-Through Checklist this month (Appendix 2)



BUILDINGS GENERATE ABOUT 35% OF GREENHOUSE GASES, 35% OF LANDFILL WASTE COMES FROM CONSTRUCTION AND DEMOLITION AND 80% OF ALL WATER IS CONSUMED IN AND AROUND BUILDINGS.

(SOURCE: WWW.CAGBC.ORG)

By their nature, buildings affect their environments – changing the landscape, defining new skylines, becoming a destination, impacting traffic patterns, and, of course, using energy and water and generating waste. Bentall Kennedy's ForeverGreen program is all about reducing the environmental impacts associated with the buildings we manage. Through ForeverGreen, we are committed to making progress on:

- Healthy workplaces,
- Energy efficiency and reducing carbon emissions;
- Waste diversion;
- Water conservation.

Vital to the success of this program is the involvement of you, our tenants! By working together we can create a cleaner, greener workplace resulting in benefits such as:

- Lower operating costs,
- Healthier workplaces leading to increased employee health, wellness and productivity, &
- Increased engagement among employees & building occupants.

**YOUR INVOLVEMENT + OUR COMMITMENT =
FOREVERGREEN**



FOREVERGREEN ENGAGE: I AM FOREVERGREEN

Activity Description:

This activity has two components:

1. Encourage employees to declare “I am ForeverGreen” and pledge an action to reduce their impact. These pledges will be displayed in your workplace for the month of January.
2. Identify Green Team members within your workplace to generate awareness and increase participation.

Why:

1. Generate awareness of Bentall Kennedy’s ForeverGreen program within your workplace and inspire employees to take simple actions that can make a difference either at work or at home.
2. Increase awareness of your own organization’s Green Team and recruit members.

How:

- Set up the “I am ForeverGreen” pledge station using resources provided in Appendix 1: Choose location for the pledge station that is high traffic and highly visible.
 - Print off 11x17 “I am ForeverGreen” poster and display at pledge station.
 - Print off a number of the “I am ForeverGreen” pledge templates. Use scrap paper if possible. Template is set up to print 4 per page. Cut them out and place at the pledge station with several pens or markers and pins or tape to display.
- Get things started by filling out your own pledge and attaching to the wall around the poster. Then encourage at least 5 of your colleagues to do the same. The idea is that when employees walk by the pledge station they will feel compelled to get involved and make a pledge of their own.

If your organization has a Green Team, print out the ‘Green Team identifiers’ and have each Green Team member display one at their workstation.

Note: If you prefer to use your organization’s Green Team branding or logo you can use the resources as a guide to create your own materials for the pledge station.

Resources:

Appendix 1: “I am ForeverGreen” resources (including poster, pledge template, and Green Team identifiers)



FOREVERGREEN MIND: WALK-THROUGH CHECKLIST

Activity Description:

In this activity you will conduct a walk-through of your workplace using the Walk-Through Checklist (Appendix 2). The purpose of this activity is to discover areas for improvement and identify 3 projects to carry forward throughout the year.

Why:

By identifying and agreeing to “slam dunk” priority projects with your team and the Property Manager, you can work to improve the performance of your tenant space, creating a cleaner, greener and more enjoyable place to work.

How:

- If you require guidance on completing the checklist first speak with your Property Manager.
- Complete your ForeverGreen Walk-Through Checklist with several representatives from your organization (e.g. Green team members).
- Depending on how you rank in the relevant areas, prioritize a list of 3 “slam dunk” priority projects to tackle over the coming year with your Property Manager based on estimated return on investment, value, and ability to implement.
- As a show of commitment, write out your list of 3 prioritized projects using the form included at the end of the checklist and have two representatives from your organization (e.g. Green team or tenant committee members) sign the list. This document will be used to revisit and review progress at key points throughout the year.
- Discuss results of the tenant walk-through checklist at your organization’s next green team meeting and share results with key decision makers.

Resources:

Appendix 2: Walk-Through Checklist



FOREVERGREEN & KEEN

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Revisit your own organization's green team materials to refresh them. If participation in your green team has dwindled lately, or if you have not yet started a team, spend some time engaging your colleagues. Here is a great resource from WWF Canada's Living Planet @ Work Program to help you out: <http://atwork.wwf.ca/EN/resources/BuildingAnEffectiveGreenTeam.cfm> (note: you will have to create a Living Planet @ Work online account to download this resource)
- Calculate your personal carbon footprint. Visit <http://www.earthday.org/footprint-calculator>
- Find a local or regional NGO that is focused on an area of interest to your organization and invite them in to conduct a lunch and learn for employees.
- Screen an educational environmental movie with your colleagues during lunch hour.
- Search the web for regional competitions/events/partnerships that are applicable to your company and get involved.

Additional Resources

WWF's Living Planet at Work:

<http://atwork.wwf.ca/EN/>

2degrees Network:

www.2degreesnetwork.com/



ENERGY EFFICIENT HEATING: SPACE HEATERS



Space heaters are often relied upon as a quick and easy fix, but in actuality they can create a much larger problem....

They can wreak havoc on the building system, particularly when the space heater is located anywhere near a thermostat. Consider this scenario... a person is chilly, so they go and purchase a space heater. They are now toasty warm with their space heater and the thermostat is picking up that the temperature near that person is 24° Celsius. So as a result, the building system stops sending heat and in some cases will actually send cooled air to everyone else, within the perimeter, because it's trying to bring the temperature back down to 21° Celcius. So what happens next? The people that are getting cold air go out and purchase space heaters! And this is how an office ends up with an abundance of space heaters.

Instead of turning to a space heater, the first thing to do is contact your building's operations personnel and ask them to review why it's cold in your space. They will look at where the thermostats are placed within your office. Sometimes thermostats are located near large pieces of office equipment, these large printers/photocopiers also give off a lot of heat, and can be throwing off the thermostat. Building operations can also decrease or increase the flow of air coming into your space as necessitated.

Did you know that space heaters use anywhere from 700 to 1700 watts? A blow dryer uses 1200 – 1600. We wouldn't dream of leaving a blow dryer on for 6 hours at a time because we can "hear" the electricity and we can easily recognize the fire hazard. Yet space heaters are often left on for even longer periods of time. In a recent audit of space heaters in a downtown office building, 249 space heaters were found and 27 of these were left on overnight! Most space heaters are kept under the desk, right next to... you guessed it... the paper recycling bin and/or the fabric partition. Space heaters are such an extreme fire hazard, not to mention a very costly appliance to run. In this same audit it was calculated that these space heaters were costing approximately \$20,000 a year in electricity costs!

Please think twice before turning to a space heater as a "quick and easy fix".



FOREVERGREEN ENGAGE: THE SWEATER AWARDS

Activity Description

WWF Canada's Sweater Day takes place on February 4, 2016. To raise awareness of this event and the importance of saving energy, celebrate Sweater Day at work with the Sweater Awards!

Why

On Sweater Day, everyone is encouraged to turn down the heat and wear a sweater to show you're taking action on climate change. If all Canadians lowered their thermostats by just 2 degrees Celsius this winter, it would reduce greenhouse gas emissions by about 4 megatons – equivalent to shutting down a 600 megawatt coal-fired power station.

How

- Begin to raise awareness of Sweater Day around your workplace at least 2 weeks prior to the event by displaying posters, sending emails, etc. WWF Canada provides a Business Toolkit for National Sweater Day on their Living Planet @ Work website: <http://atwork.wwf.ca>
- Encourage everyone to wear a sweater on February 4 and announce that you will be holding the 'Sweater Awards'. You can host an actual voting and awards ceremony during the lunch-hour, or have everyone email you a picture of them in their sweater. How you organize the contest is up to you, just be sure to have fun with it!
- Categories can include the best, woolliest, ugliest or most stylish sweater. Make up your own categories.
- Prizes can include free lunches or mini trophies.



FOREVERGREEN MIND: THERMAL COMFORT SURVEY

Activity Description

If you notice a lot of your colleagues are using space heaters or complaining about temperature then there may be an issue within your suite.

Thermal comfort is the condition of mind that expresses satisfaction with the thermal environment, in other words, do building occupants find their work environment to be a comfortable temperature? There are six primary factors that directly affect thermal comfort that can be grouped in two categories:

1. Personal factors, which includes an individual's metabolic rate and clothing, and
2. Environmental factors, which includes air temperature, radiant temperature, air speed and humidity.

Use the thermal comfort survey provided in Appendix 3 to determine employee satisfaction with regards to thermal comfort in your workspace.

Why

Although temperature preferences vary greatly among individuals and there is no one temperature that can satisfy everyone, it is important to ensure that thermal comfort is achieved for the majority of employees. An office which is too warm makes its occupants feel tired; on the other hand, one that is too cold can cause the occupants' attention to drift, making them restless and easily distracted.

How

- Ask employees to complete the survey provided in Appendix 3.
- Tally results and if it appears that there is a thermal comfort issue in your workplace (i.e. majority of employees express dissatisfaction with the temperature) bring the issue forward with your Property Manager for further investigation.

Resources:

Appendix 3: Thermal Comfort Survey



FOREVERGREEN & KEEN

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Here is another fun Sweater Day activity: A Sweater Fit for CEO. Run a contest for employees, and vote on a sweater to put on your CEO (or senior manager) for National Sweater Day! Select from the CEO's choice and two other "donated" sweaters. Each vote costs \$2, and the sweater with the most votes is worn by the CEO, with pride. Have fun posting the pictures.
- Find a local or regional NGO that is focused on an area of interest to your organization and invite them in to conduct a lunch and learn for employees.
- Screen an educational environmental movie with your colleagues during lunch hour.

Additional Resources:

WWF Canada Sweater Day web-page: http://www.wwf.ca/events/sweater_day/

WWF Canada's Living Planet at Work: <http://atwork.wwf.ca>

ENERGY STAR Heat & Cool Efficiently: http://www.energystar.gov/index.cfm?c=heat_cool.pr_hvac



ENERGY EFFICIENT LIGHTING



A building's lighting system is both a large consumer of electricity and a major source of internal heat. In the United States alone, about one-quarter of the electricity budget is spent on lighting, or more than \$37 billion annually. Yet much of this expense can be avoided.

Specifying a high quality energy efficient lighting system that utilizes both natural and electric sources as well as lighting controls can cut lighting operational costs 30% to 60% while enhancing lighting quality, reducing environmental impacts, and promoting health and work productivity. However, if upgrading your lighting system isn't an option right now there are a number of other things you can do to maximize efficiency of the lighting in your workplace:

Turn off lights when not in use

- If possible, lights should be turned off whenever an area is unoccupied
- Post reminders next to light switches or install occupancy sensors to keep lights off in unused areas. Occupancy sensors turn off lights automatically when space is unoccupied saving about 25% of the lighting energy.

Use task lighting when appropriate

- Instead of using ceiling fixtures that light entire rooms, use compact fluorescent task lighting.

Replace lamps before they lose effectiveness

- The light output of a fluorescent lamp decreases as it ages, yet the same amount of energy is used. To eliminate this inefficiency, consider group re-lamping or replacing all the lamps in an area at the same time and near the end of their useful life.
- If your lighting system is more than 10 or 15 years old, consider an updated lighting design.

Remove lamps that are not needed

- Many lighting systems are over-designed, providing too much light for the task. This is inefficient and can make the working space uncomfortable. In some cases, lamps or whole lighting fixtures can be removed or retrofitted without creating lighting problems (de-lamping), just be careful not to create uneven lighting in the working environment.

Clean and inspect your lighting systems regularly

- Dirt and dust accumulation can reduce light output by 30%. Clean and inspect your lighting systems for surface dents, scratches and burns that can lead to rust formation. Rust can affect the reflectance on the inside surfaces and decrease lamp life.



FOREVERGREEN ENGAGE: SWITCH OFF!

Activity Description:

This activity is designed to encourage your colleagues to turn off unnecessary lighting when it is not being used including lighting in offices, meeting rooms, lunch rooms, individual task lighting, etc., by raising awareness and providing a disincentive to leaving lights on.

Why:

In a commercial building, lighting typically accounts for 30% of electricity costs. Turning off lights when not in use is the first step to reducing the energy used by lighting.

How:

- Launch a campaign to remind co-workers to turn off unnecessary lighting throughout the workplace. Create signs and stickers place them in lunch rooms, meeting rooms and other high traffic areas around the workplace.
- Set up a collection jar that employees will have to contribute to if they forget to turn off the lights (or 'switch off').
- Send out an email to all employees encouraging them to 'call someone out' if they notice a co-worker leave a light on. The person who forgets to switch off will be asked to add \$1 to the collection jar.
- Run the campaign for 2-3 weeks. At the end of the campaign the money collected can be donated to a charity of your company's choosing or be used to purchase a treat for the office.



FOREVERGREEN MIND: ENERGY STAR LIGHT BULB CALCULATOR

Activity Description:

The purpose of this activity is to help your organization determine the potential energy and dollar savings by replacing the light bulbs in your workplace with more efficient lighting using the Savings Calculator for ENERGY STAR Qualified Light Bulbs.

Why:

In commercial buildings lighting normally accounts for more than 30% of the total electrical energy consumed. Yet much of this expense can be avoided by specifying a high quality energy efficient lighting system.

How:

- Access the EPA's online Savings Calculator for ENERGY STAR Qualified Light Bulbs here: http://www.energystar.gov/buildings/sites/default/uploads/files/light_bulb_calculator.xlsx?0b09-cfd1&0b09-cfd
- Follow the calculator instructions and input relevant fields to determine savings.
- Note: the calculator provides electricity rates for US cities, if you are in Canada and are unsure of your electricity rate you can input the National average of \$0.11 / kWh.



FOREVER GREEN & KEEN

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Develop a policy for your office where the last person to leave the office is responsible for turning off the lights.
- Review the ENERGY STAR Bulb purchasing guide at:
http://www.energystar.gov/ia/products/fap/purchasing_checklist_revised.pdf
- Earth Hour is Saturday March 19 from 8:30 to 9:30pm. Remember to turn the lights off! There are lots of fun activity ideas for work and for home. Visit www.earthhour.org for ideas.

Additional Resources:

Energy Star lighting page:

http://www.energystar.gov/index.cfm?c=lighting.pr_lighting_landing

BC Hydro Power Smart Lighting Tips:

http://www.bchydro.com/powersmart/business/power_smart_tips/lighting_systems.html



REDUCE YOUR PLUG LOAD



What is a plug load? Plug load refers to energy required to run electronic devices plugged into electrical outlets, such as computers and task lights.

What is vampire power? Also known as phantom power, this refers to the power that devices use when plugged into electrical outlets even when they are in sleep mode or turned off.

Plug-in products are a leading source of energy consumption. In fact, plug loads typically account for more than 25% of energy consumed in commercial buildings and is the fastest growing use of electricity in the country.

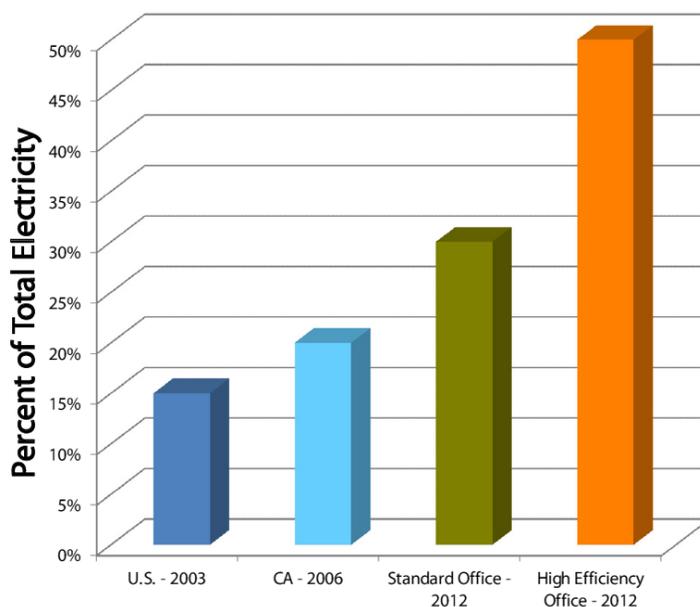
5 steps for managing plug load energy use in the workplace:

- 1. Review.** Identify your needs, inventory your equipment and focus on devices that use the most energy – usually that is the equipment you use the most such as computers, monitors and imaging equipment. Examples of other plug loads drawing power include task lights, space heaters, portable fans, cell phone chargers, vending machines and projectors.
- 2. Remove.** Eliminate or unplug unnecessary devices.
- 3. Replace.** When it's time to replace, purchase the most energy efficient devices for the job.
- 4. Reduce.** Turn it off or power it down when not in use.
- 5. Retrain.** Engage staff. Make sure they understand why, when and how to power down.

Not only are the number of plug load devices increasing rapidly, another issue is that most equipment does not simply turn 'on' or 'off' but operates in a variety of power levels, or modes. However even in 'energy saving' modes, equipment is still drawing power so the best way to save energy is to ensure it is turned off or unplugged when not in use for extended periods or at the end of the day.

Note: Many IT departments have policies against shutting down computers, so before you shut yours down be sure to check with IT. The ForeverGreen Mind activity for this month will help you build a case for computer shut-down.

Office Equipment Plug Loads as a Percent of Total Office Electricity



FOREVERGREEN ENGAGE: KNOW YOUR PLUG LOAD

Activity Description:

The short quiz provided in Appendix 4 is meant to raise knowledge and awareness of plug load in your workplace. Distribute the quiz and encourage your colleagues to complete it to enter for a chance to win a small prize (e.g. \$5 Tim Horton's gift card).

Why:

Many people do not realize the sheer number of electronic devices that are drawing power at any given time. By raising awareness of the issue we hope to empower tenants to reduce the plug load in their workplace.

How:

- Print the quiz provided in Appendix 4 on scrap paper and distribute to your colleagues.
- Print the answer key (Appendix 5) and display in a central area along with a ballot box.
- Give your colleagues a set amount of time (e.g. one week) to complete the quiz and drop it in the ballot box before you draw for a prize (you can hint to them that the answers are available by the ballot box).

Resources:

Appendix 4: Know Your Plug Load Quiz

Appendix 5: Know Your Plug Load Answer Key



FOREVERGREEN MIND: COMPUTE THE SAVINGS

Description:

Many organizations have policies in place that prevent employees from shutting down their computer at the end of the day because software updates and patches will often be pushed to computers overnight. However each computer is typically inactive but drawing power for at least 13-15 hours a day or more.

How:

Use the calculator template provided (Appendix 6) to complete some simple calculations to determine how much energy and money your organization could save if they encouraged employees to shut down their computers before leaving at the end of the day.

Why:

Just by turning off computers in the evenings and on weekends, running costs can be cut by more than two-thirds.

How:

Complete the calculator template provided and if the savings are significant, present findings to your IT and finance departments.

Resources:

Appendix 6: Compute the Savings Calculator template



FOREVERGREEN & KEEN

If you have already completed the first two activities for the month and are looking for more, here are some additional ideas:

- Work with your procurement department to amend your purchasing policies to include ENERGY STAR. The EPA has some suggested language and ‘Purchasing and Procurement Case Studies’ here: <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/purchase-energy-saving-products>
- Take a coffee break and have some fun with this online game from BC Hydro: <https://www.bchydro.com/powersmart/business/programs/workplace-conservation/wastebusters.html>

Additional Resources

Advanced Building Plug Load Resources:

<http://advancedbuildings.net/plug-load-resources>

ENERGY STAR for Office Equipment. Simple Steps to an Energy Efficient Office: <http://oee.nrcan.gc.ca/sites/oee.nrcan.gc.ca/files/pdf/publications/equipment/energy-smart-office/pdf/energy-smart-office-eng.pdf>

Managing Office Plug Loads:

<http://www.cityofpaloalto.org/civicax/filebank/documents/15887>

Green Computing:

<http://www.computing.co.uk/ctg/analysis/1849739/get-switched-switching>



FOREVERGREEN TEAM PACK

APPENDIX 1: I AM FOREVERGREEN

The following printable resources are included:

- I AM FOREVERGREEN poster
- I AM FOREVERGREEN commitment template
- Green Team member identifiers



I AM FOREVERGREEN



Bentall Kennedy and our tenants are working together to achieve a clean, green and enjoyable workplace. **Are you ForeverGreen?**

Write your name on a ForeverGreen pledge card along with an action you will take this month to reduce your environmental impact.

For more information talk to your company's Green Team reps or contact your Property Manager.



Bentall Kennedy
FOREVERGREEN

I AM FOREVERGREEN

I AM

AND I PLEDGE TO REDUCE MY ENVIRONMENTAL IMPACT BY:



I AM FOREVERGREEN

I AM

AND I PLEDGE TO REDUCE MY ENVIRONMENTAL IMPACT BY:



I AM FOREVERGREEN

I AM

AND I PLEDGE TO REDUCE MY ENVIRONMENTAL IMPACT BY:



I AM FOREVERGREEN

I AM

AND I PLEDGE TO REDUCE MY ENVIRONMENTAL IMPACT BY:



FOREVERGREEN TEAM PACK

APPENDIX 4: KNOW YOUR PLUG LOAD QUIZ

ForeverGreen: Know Your Plug Load Quiz

Name: _____ Phone: _____ Email: _____

Circle the correct answer for each question below.

Question 1: Plug loads are one of the fastest growing sources of energy use in commercial buildings today? True or False?

Question 2: Plug loads can be reduced by up to 15% through no cost and low cost steps such as power management settings, advanced power bars and occupant based strategies.

True or False?

Question 3: Computers should be left on all the time to avoid wear and increase longevity.

True or False?

Question 4: Up to 50% of energy used by a mobile phone comes from chargers left plugged in when not in use.

True or false?

Question 5: Screen savers do not save energy. True or False?

ForeverGreen: Know Your Plug Load Quiz

Name: _____ Phone: _____ Email: _____

Circle the correct answer for each question below.

Question 1: Plug loads are one of the fastest growing sources of energy use in commercial buildings today? True or False?

Question 2: Plug loads can be reduced by up to 15% through no cost and low cost steps such as power management settings, advanced power bars and occupant based strategies.

True or False?

Question 3: Computers should be left on all the time to avoid wear and increase longevity.

True or False?

Question 4: Up to 50% of energy used by a mobile phone comes from chargers left plugged in when not in use.

True or false?

Question 5: Screen savers do not save energy. True or False?



FOREVERGREEN TEAM PACK

APPENDIX 5: KNOW YOUR PLUG LOAD QUIZ ANSWER KEY

Question 1: Plug loads are one of the fastest growing sources of energy use in commercial buildings today? True or False?

Answer: True! On average plug loads account for 25% of electricity use in commercial buildings.

Question 2: Plug loads can be reduced by up to 15% through no and low cost steps such as power management settings, advanced power bars and occupant based strategies. True or False?

Answer: False! In fact, plug loads can be reduced by up to 40% through these no and low cost steps.

Question 3: Computers should be left on all the time to avoid wear and increase longevity. True or False?

Answer: False! Today's computers are designed to withstand 40,000 on-off cycles. In fact, you can save 700 kWh or 65% of your computer's annual energy use by powering it down at the end of the day or if it won't be used for a couple of hours.

Question 4: Up to 50% of energy used by a mobile phone comes from chargers left plugged in when not in use. True or false?

Answer: True!

Question 5: Screen savers do not save energy. True or False?

Answer: True! In fact, some elaborate screen savers use additional energy.



FOREVERGREEN TEAM PACK

APPENDIX 6: COMPUTE THE SAVINGS

In this activity, you and your green team will be calculating the cost savings of implementing an automatic computer shut down program based on the number of hours that your computers actually get used rather than having them on all day. For more information on the assumptions used please see the following Energy Star paper: <http://oee.nrcan.gc.ca/sites/oee.nrcan.gc.ca/files/pdf/publications/equipment/energy-smart-office/pdf/energy-smart-office-eng.pdf>

Calculation #1: Typical electricity consumption over 24 hours by a personal desktop computer and 17-inch LCD monitor is 1.2 kWh. We will now calculate how much it will cost to run all your office computers for 24hrs a day for an entire work year.

# of office computers	Electricity consumption per hour	# of hours computers are left on	Average # of work days per year	Average electricity price	Annual cost of leaving computers turned on all day
# _____	0.05 kWh	24 hrs	235	\$0.11/kWh	A \$_____

Calculation #2: Now we will figure out how much it would cost to just run your computers for the actual number of hours most employees are at their computers.

# of office computers	Electricity consumption per hour	# of actual hours at computer	Average # of work days per year	Average electricity price	Annual cost of just running computers during actual usage
# _____	0.05 kWh	Hrs _____	235	\$0.11/kWh	B \$_____

Calculation #3: However, even when the computers are turn off, they still draw a little bit of electricity. This must be factored into calculation #2.

# of office computers	Electricity consumption per hour "off"	# of actual hours computer off	Average # of work days per year	Average electricity price	Annual cost of just running computers during actual usage
# _____	0.001 kWh	Hrs _____	235	\$0.11/kWh	C \$_____

Calculation #4: Now let's calculate the cost savings of having an automatic computer shut-down program for your office.

A \$_____	-	(B \$_____	+	C \$_____)	=	D \$_____	Annual cost savings of having an automatic computer shut-down program
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