E.9 We have arranged with our IT group to be able to shut down our computers at night and it is now office policy to shut down computers at the end of the work day.

**Intent**

Computers continue to draw electricity while in sleep mode. For example a desktop computer may draw on average 74 W when on and idle; it still draws 21 W when in sleep mode. When turned off (and still plugged in) the average draw drops to 2.8W.

**Point Value**

4 points

**Instructions**

**How to establish an office policy to shut down computers:**

1. Identify the hours during which the computers in your office are in use. For example, the first staff arrive starting at 7:30 and the last leave around 6:00. If this is the case, then there is an opportunity to implement an computer shut down policy.

2. Contact your IT staff to discuss what their needs for updating computers are. Work with them to arrange regular update times when either they can centrally turn the computers on or the computers can be left on by users. A trial period or pilot project may need to be utilized before full implementation to work out specific operational details.

3. Create a policy that documents the procedures for staff to follow and inform everyone of the new policy and procedures.

**Resources**

IT support for Staff listing  [http://www.upenn.edu/computing/view/support/staff.html](http://www.upenn.edu/computing/view/support/staff.html)

Green IT website  [http://www.upenn.edu/computing/greenit/](http://www.upenn.edu/computing/greenit/)