

## The Workstation Audit: A Valuable Tool for Achieving Energy Savings

Congratulations! You have been nominated the Tenant Energy Awareness Champion in your office and will therefore play an important role in reducing unnecessary energy consumption in the workplace. By taking on this responsibility, you will have the opportunity to educate your co-workers about being Power Smart and in doing so, promote sustainable business practises. Every little bit makes a difference! With the Jawl Properties' transformation to Green Buildings and your co-operation, we can work together to achieve our goal of reducing green house gas emissions by 200 tonnes in 2008.

This workstation audit has been designed to educate people about small steps that can be implemented each day to save energy and the environment. Awareness is also key; people need to understand that BC Hydro's mandate is to be a self-sufficient supplier of energy by 2016. Nothing on the list requires excessive effort and you will be amazed at how fast people can change their habits with constant reminders and a feeling of empowerment.

The audit forms can be printed two per page, and have ample space for any constructive feedback you might have for your co-workers. Feel free to be creative. Use positive words and if you notice a recurring theme while completing the audits (for example, the Energy Star feature is not enabled on a single computer) this might be a sign that people do not understand the importance of this feature. An e-mail reminder and additional instructions regarding the initiative might be a good idea! All you have to do is check the boxes that have been completed; you can note additional Power Smart tips where necessary.

To encourage people to get on board with this initiative, you will be given a mini-chocolate bars to distribute to those scoring 75% or higher on the audit. You can leave a treat for those scoring 5/7 or higher. To help us assess progress, we would appreciate reports back on the level of compliance among co-workers in your office. To avoid confusion, allow everyone time to prepare for the audit by sending out a quick e-mail heads up prior to the survey. If you prefer verbal communication, plan a quick meeting to outline the audit's purpose and what we hope to achieve through successful implementation of its energy saving suggestions.

As previously mentioned, all elements of this audit can easily be achieved by those you work with. Success will involve getting into new routines, understanding the importance of energy conservation, and seeing the big picture. By empowering people to take responsibility for energy savings (turning off lights, powering down computers if possible) through education and awareness, we can reduce our ecological footprint and work towards a sustainable future.



**Be the Change, Go for Green.**