

Office equipment

It is the aim of this guideline to achieve a reasonable and process-efficient purchase and additional a reduction of energy costs through the procurement of office equipment. By an efficient energy use a contribution to climate protection can be given on one hand and on the other hand a contribution to sustainable economics can be done. The success achieved here can be used in corporate communications as well.

In the present module , first the most important energy-relevant technological developments in the individual equipment categories are outlined, as well as the standard yearly energy consumption as calculation basis for the saving potentials. In the following, different relevant environmental and energy labels are introduced, their criteria are compared and potential savings considering the different criteria are shown. Practical references to the purchase of office equipment and their use in practice as well as concrete suggestions on the integration of energy efficiency criteria into the tender form the emphasis of this guideline.

Servers, datacenters, copiers, computer and monitors are the most important energy consumers of information and communication technology (ICT) devices. Some appliances make up the largest part of energy in sleep mode, for example printers and fax machines. Furthermore some appliances use power also after switching off (pseudo-off/standby).

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[Guideline for IT and office equipment purchasing](#)

[Performance sheets for IT and other office equipment](#)

[Training Module for office equipment and IT](#)

[Calculation tool for office equipment and IT](#)