

**Electronics and Appliances in the Office**

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| Appliances | General  Wattage in use | Item Tally | Tally those that have a Phantom Load\* |
| Overhead Light (number of tubes) | 30w per tube |  |  |
| Incandescent light bulb | 60 w |  |  |
| Compact Fluorescent light bulb | 30 w |  |  |
| Computer monitor | 20 – 40 w |  |  |
| Desktop computer | 50 – 250w |  |  |
| Laptop computer | 15 – 60 w |  |  |
| Personal printer/fax/scanner | 30 – 50 w |  |  |
| Electronic Calculator | 2 w |  |  |
| Shredder | Small load 35 max load 273 |  |  |
| Copier | 650 |  |  |
| Fan | 72 |  |  |
| Personal heater | 750 - 1500 |  |  |
| Cold/Hot Water Cooler | 110 w |  |  |
| Refrig, side-by-side, 10 yrs old | 1,152 kwh/yr |  |  |
| Refrig, side-by-side, new | 675 kwh/yr |  |  |
| Mini refrigerator | 250 kwh/yr |  |  |
| Microwave Oven | 750-1100 |  |  |
| Coffee Maker | 19 w |  |  |
| Digital photo frame | 7 w |  |  |
| Cell phone Charger | 0.05 w |  |  |
| Radio / iPod Player | 70-400 w |  |  |

Below is a list of typical professional and personal used in an office that consume electricity. Running these types of appliances and electronics account for [33% of commercial building electricity use](http://www.nrel.gov/docs/fy13osti/54175.pdf). What is your office’s electricity draw? The first step to answering this question is to find out what is plugged in. Use this sheet to tally the number of items in each category and which ones have “phantom loads,” defined by EPA as, “the amount of energy a device consumes while in standby mode or switched “off.”

\* Three questions to determine phantom load: Does it have a remote control? Does it have an internal clock that stays on even when the appliance is off? Does it use Direct Current (DC) power and have a transformer box on the cord? If you answered yes to any of these questions, chances are the item uses power in standby or off mode.

