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Green ICT Policy

5E LTD hereafter referred as “the organisation” recognises that as a company our work may have a direct or indirect impact on the local, regional and global environment. We are committed to minimising our negative impacts and acting in a sustainable way, meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Of all our activities we are aware that our energy is one area with the greatest environmental impacts, and we have taken steps to reduce these impacts and encourage our beneficiaries to do so as well.

This policy sets out the guidelines to which the ICT Department and its users align the organisations Green Agenda.

1. PCs & Laptops

- **Remove active screensavers;** A monitor left running with an active screen saver uses the same amount of energy as when the screen is in full use.

The PC may also be consuming needless power in sustaining the screensaver

- **Switch monitors to standby after 5 minutes of inactivity (no active screensaver);** prevents a longer period of wasted power. May be possible to use the PC standby trigger to automatically switch the monitor to standby at the same time.

- **Shut down PCs after office hours**

For the working day of 7.5 hours the overnight period lasts 16 hours, all users must switch off their PC's at the end of the working day.

All ICT Updates are done during the PCs uptime hours.

- **Enable active power management on desktops (standby / hibernate after a defined period of inactivity)**

Having active power management enabled will more closely match the consumption of energy with use, reducing wasted energy

Ensure this is implemented though group policy.

- **Ensure re-use of equipment that is no longer required but is still serviceable. If re-use is not possible recycle or ensure green disposal.**

The majority of energy in the life of a PC or laptop is consumed in its manufacture, delivery and disposal.

Extending its use or seeking its re-use elsewhere will save energy and materials (manufacturing stage) as well as purchase and disposal costs.

Ensure the necessary security procedures are carried out prior to re-use, recycling or disposal.

- **Specify low-power consumption CPUs and high-efficiency Power Supply Units (80% conversion or better)**

The richer the functionality on a device the more mains power is drawn – a high powered machine suitable for high graphic gaming is not needed in the organisation.

Power supply units convert mains AC power to the DC power needed by computers. More efficient units minimise the loss of energy from this conversion in the form of heat.

Decision on purchasing ICT equipment must be done with this in mind.

- **Recycle Toners and Paper**

All Toner cartridges and Paper must be recycled. Facilities are available at all of the organisations sites.

2. Other office ICT equipment

- **Apply timer switches to non-networked technology and printers**

Not all ICT equipment can be networked and/or automatically shut down or put into standby mode – typically printers and even legacy computers aren't networked. Neither do all such devices have automatic facilities to switch to a standby mode after a re-set time.

Timer switches can be used to turn off such equipment automatically outside office hours saving up to 2/3rds of its daily energy consumption if currently left on 24hours a day.

Those devices that are networked must be configured to shutdown out of office hours if they are non-business critical.

- **Set default green printing including duplex and grey scale by default**

Reducing the amount you print you will save paper and energy.

- **Optimise power-saving sleep mode on printer to reduce the sleep time in less busier offices.**

- **Printer consolidation**

Reducing the number of printers and replacing those left with networked multi-function devices (MFDs).

- **Device consolidation**

Where possible the IT Department should reduce the number of electronic devices an individual has to reduce in-direct energy requirements.

3. Data centre

- **Server Optimisation**

- Implement storage virtualisation & capacity management
- Convert existing physical servers to “virtual servers” – utilise Hyper-V technologies to consolidate all of the organisations servers.
- When designing & provisioning new services, create “virtual servers” instead of procuring physical new servers.

- Reduce cooling in the server rooms to appropriate levels and increase the ambient room temperature

- **Identify servers and data disks in the data centre that are running but not providing any services**

Decommission where necessary with approval from the Head of IT

- **Do not over specify system requirements during procurement.**

The higher the specification the more mains power is drawn, a business case must be presented to the Head of IT to take in to required specifications with Green ICT in mind.

- **Ensure re-use of equipment that is no longer required but is still serviceable**

Where re-use is not possible within the organisation; seeking re-use elsewhere is the organisations preferred policy.

- **Data centre audit must be performed annually**

This will determine the current physical layout and the layout that would maximise the effectiveness of cooling from air conditioning units

4. Review

This policy and associated procedures were reviewed in June 2009 and is due for next review in June 2010.