



HOW

TO...

OBTAIN ERP EXPRESS FUNDING FOR SMART STRIPS AND TIMERS



SUSTAINABILITY OPPORTUNITY

Achieving reductions in electrical consumption within individual workstations and shared office areas is a major goal of Stanford's [Cardinal Green Office Program](#). The Cardinal Green Office Program and the associated Energy Retrofit Program (ERP) Express measures for offices were designed to complement ongoing infrastructural energy efficiency programs and support the deployment of energy conservation strategies that focus on office equipment. Today, there are multiple funding models available to support the installation of energy-saving devices such as programmable appliance timers and smart power strips across campus. When deployed throughout a building or department, these devices have been shown to reduce building electricity consumption by up to 20%.

HERE'S HOW:

For Programmable Appliance Timers:

1) Survey equipment

- a. Smart strips should be installed in any office space with a computer that has peripheral devices like speakers, a personal printer, a headset, subwoofers, etc.
- b. If desired, the Office of Sustainability can conduct an audit of your space through the Cardinal Green Office Program to help you determine where smart strips will be cost-effective.
- c. A \$10 rebate is available through ERP Express for each smart strip that is purchased and installed in your building.

2) Purchase smart strips

We recommend that smart strips be purchased from Office Max through SmartMart. Here's how:

- a. From the SmartMart homepage, click the "OfficeMax" punchout button.
- b. In OfficeMax, click "Create New Order."
- c. Click on the "Stanford Contract ERP Express Office Equipment" folder. Inside, you will find a listing for smart strips.

- d. Enter the quantity of smart strips desired and click "Add to Cart."

3) Install Timers

- a. A representative from the Office of Sustainability will deliver and install your timers and show occupants how to use them. The timer is approximately the size of a coffee mug and is plugged into an outlet. The equipment is then plugged into the timer. The timer is programmed to turn off and on at set hours according to your preferences. When the timer turns the equipment OFF, it cuts power to the equipment entirely, making sure that sneaky "standby" or "vampire" loads are not being drawn when no one is in the building (typically at night and on weekends). This can cut the total energy consumption of the equipment by up to 50%! For more information, see [How To Receive Free Timers through ERP Express](#).
- b. A sign will be hung next to each timer showing its on/off schedule and listing instructions for how to override it. Do not unplug the device from the timer, as overriding it is easy. See the sample sign to the right.



OBTAIN ERP EXPRESS FUNDING FOR SMART STRIPS AND TIMERS

CONTINUED

For Smart Power Strips:

1) Survey equipment

- a. Smart strips should be installed in any office space with a computer that has peripheral devices like speakers, a personal printer, a headset, subwoofers, etc.
- b. If desired, the Office of Sustainability can conduct an audit of your space through the [Cardinal Green Office Program](#) to help you determine where smart strips will be cost-effective.
- c. A \$10 rebate is available through ERP Express for each smart strip that is purchased and installed in your building.

2) Purchase smart strips

We recommend that smart strips be purchased from Office Max through SmartMart. Here's how:

- a. From the SmartMart homepage, click the "OfficeMax" punchout button.
- b. In OfficeMax, click "Create New Order."
- c. Click on the "Stanford Contract ERP Express Office Equipment" folder. Inside, you will find a listing for smart strips.
- d. Enter the quantity of smart strips desired and click "Add to Cart."

3) Install smart strips

- a. A representative from the Office of Sustainability can install your smart strips and show occupants how to use them. Simple installation instructions are also depicted in the diagram to the right.
- b. If your smart strip is malfunctioning, try adjusting the white knob on the side of the smart strip. This knob controls the threshold at which power is allowed or cut to the peripheral devices.

- c. Refer to [How To Use Smart Strips](#) for additional information. You're also always welcome to contact the Office of Sustainability with questions or concerns about your smart strip.

4) Apply for ERP Express Rebates

- a. Complete and submit the online application form to ERPEXpress@stanford.edu, along with proof of purchase (either a SmartMart PO number or receipt).
- b. Don't forget to include the PTA and approver on the application form to expedite the rebate process!

5) Receive the rebate!

- a. Once the ERP Express team verifies eligibility requirements and receives all final documentation, the rebate will process via a journal transfer.

There are two eligibility requirements in order for a department to qualify for ERP Express programs:

- Purchased equipment must be installed in a building served by Stanford Utilities electric power. Buildings within the pink shading on the [electronic service map](#) satisfy this requirement.
- Purchases must be made in the same fiscal year in which rebate funding is requested (September 1st through August 31st).

MORE INFORMATION

CARDINAL GREEN OFFICE PROGRAM

<https://sustainable.stanford.edu/cardinal-green/campaign/cardinal-green-office-program>

CONTACTS

ERP Express Program: Moira Hafer, mbhafer@stanford.edu

Sustainability Programs: Fahmida Ahmed, fahmida@stanford.edu



SUSTAINABLE
STANFORD