Message: Student Audit Report

Subject: Student Audit Report

Date: Thu, 10 Mar 2011 18:53:21 -0400 [10/03/11 06:53:21 PM ADT]

From: 090907m@acadiau.ca

To: cwalker@armour.ca

Chris Walker,

Nader Timani, Sarah McCarthy and myself Jessica MacCulloch are team members in the Computer 4923 Green IT class at Acadia University. As referenced previously in an email from Dr. Danny Silver, we are conducing department audits to assess the impact of computers and related peripherals on the environment in terms of energy use and consumables. The purpose of this audit is to determine the impact of computer technology on our carbon footprint at Acadia University. Our plan is to collect and analyze data from your unit and to present our findings and recommendations to you at a later date. No private or organizational information will be recorded and none of the computer systems will be disturbed.

We anticipate this audit will take no longer 1-2 hours. We will need to meet with an employee who is confident and knowledgeable about the use of the computers in the unit with easy access to them. We may not be able to access all computers in the unit, but our goal is to see at least 10 computers including their associated peripherals due to a limited duration of time.

We plan to:

a) Conduct a pre-audit interview to help better understand where equipment is and its usage at Armour Transport.

b) Create an inventory of computers and peripherals, laptops, desktops, servers, other.

c) Collect data on each piece of equipment.

d) Conduct a post-audit interview, a quick recap to clarify and address any questions or concerns that may have come up from data collection

e) Plan a return visit to make a PowerPoint presentation of our findings and recommendations.

We will bring all materials necessary for the audit. We look forward to meeting with you March 11th, 2010 at 10:45am.

Thank you,

Jessica MacCulloch, Nader Timani and Sarah McCarthy

Questions

-How many computers and printers are in your department?

Nine computers, but one is not in use. We have three printers, two fax machines and two photocopiers.

-Is there certain computers that must be left on?

All computers must be left on so that the head office in Moncton NB can access them at any time for nightly backups or to install or change software.

-Do you know how old most of the computers in your department are?

They are between 1-4 years old.

-Are you planning on purchasing computers anytime soon?

We only replace computers when it is necessary

-How well do you think your department is currently doing?

About 4 on 10.

-Is there any rooms we can't get access to?

No.

-How many people use a particular computer?

Everyone has their own computer

-Does your department have a server?

No.

-How much paper and toner does your department use?

We use 320000 pieces of paper and 14 toner cartridges per year. The paper is either shredded or recycled. We throw out old toner cartridges.