Energy Saving Tips for Your Workplace

Your business will probably spend between 10% and 30% of turnover on energy. By making a few changes – and asking staff to take a few simple steps – you can cut your energy spend.

Here are a few ways to cut your energy, CO2 emissions and costs:

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Investigate and Communicate

- Do you know where you use your energy? Monitor and measure, adding extra meters or smart meters. Once you know where you use the most energy, you can then take steps to reduce it and monitor annually.
- Tell your staff how much energy is used, how much it costs, and how they can help save energy. Staff can't help if they aren't aware of the facts.
- Run campaigns or competitions to reduce energy use. Give some incentives for teams who are consistently saving energy.
- Keep communicating energy-saving messages!

Heat/cooling

- Turn down the office thermostat – a 1ºC reduction could save 10% off your heating bill.
- Don't heat work spaces to more than 19ºC or set the air conditioning cooler than 24ºC.
- Avoid heating/cooling areas such as store rooms, stairwells or little-used corridors.
- Adjust your Building Management System (BMS) to match heating (or cooling) needs – then you won't heat the building when no one is there.
- Service boilers and air conditioning units annually for efficient running.
- Move furniture away from radiators and vents to avoid blocking heat.

Lights/Equipment

- Switch to energy efficient light bulbs.
- Put sensor lights in areas where you can – for example, corridors or store rooms.
- Install timer switches to turn off big equipment not needed overnight or at weekends, such as vending machines and copiers.
- Run a switch-off campaign to make sure staff turn desk equipment off when not in use and overnight - don't leave anything on standby (monitors, PCs, photocopiers). Make it a competition and award prizes.
- Always buy the most energy efficient equipment when purchasing new items – they will save a lot of energy over their lifetime.

- If you have any machinery or motorized equipment, can it be switched off when staff go on breaks?

<u>Canteen/Kitchen</u>

- Remind staff to only boil the amount of water needed each time to save energy.
- When you replace the office kettle, buy an eco-kettle or instant hot water kettle to help only boil what is needed. If you have a lot of tea-making, consider installing a boiling-water tap instead of a kettle.
- If you have fridges, be sure the temperature is set between 3 and 5^{0}C. Keep the coils at the back free from dust so it works efficiently.
- For any freezers, set the temperature at -18^{0}C. Be sure to defrost the freezers regularly to keep them working efficiently.
- Switch off vending machines at night where possible. Monitor their usage and see if you can get rid of some (or all) of them entirely.
- If you have water coolers, set them to go off at night when staff aren't around.

<u>Travel</u>

- Consider the fuel efficiency and CO2 emissions of new fleet vehicles. By switching to a hybrid/electric car you will save not just fuel costs but also on road tax.
- Try and use video conferencing, Skype, or conference calls instead of travelling to meetings when possible – saving energy, carbon and staff travel time.

There are many more ways to save energy in the workplace. For more information and tools to help your business, visit:

- DECC energy saving guide

- The Energy Saving Trust

- The Carbon Trust