

## YOUR ANNUAL CHECKLIST



### JANUARY

New year planning? Make a note of when your energy contract is up for renewal, so you can find the best deal in advance.



### FEBRUARY

Get smart this month - book a [smart meter installation](#) (if you don't have one) or start using [Energy Hub](#) to monitor your energy use.



### MARCH

The clocks go forward - check lighting and heating schedules to avoid wasting energy when no one's around.



### APRIL

Do a spring energy clean:

- Check for draughts
- Replace old bulbs with LED
- Make sure your insulation is doing its job.



### MAY

Run an internal energy audit or get a free [Low Carbon Report](#) to see where you could reduce costs through renewables or upgrades.



### JUNE

Check air conditioning units to ensure filters are clean and running efficiently.



### JULY

Don't wait until winter to service your boiler! Book your annual service in the summer when it's quieter.



### AUGUST

Closing for holidays or working reduced hours this month? Make sure appliances, lights, and HVAC systems are turned off (not on standby) to avoid wasting energy.



### SEPTEMBER

Get winter-ready:

- Check outdoor lighting and signage timers
- Insulate any exposed pipes
- Remind staff to switch everything off before the holidays.



### OCTOBER

The clocks go back - don't forget to update any timer settings that don't change automatically. Also test your heating system now before colder weather sets in.



### NOVEMBER

It's Budget time! Tune in to the Chancellor's speech to find out what announcements could affect your small business.



### DECEMBER

In busy months, you've got enough on your plate without worrying about your energy invoice. Switch to Direct Debit and you'll never miss a bill payment.