

Top tips for saving energy

Try one of these simple tips to save energy and conserve resources in your workplace.

Heating and hot water

Heating can account for as much as 60% of a local authority's energy bill*, so it's a good place to start when looking for ways to save energy.

- ▶ Just 1°C of overheating can increase fuel costs by 8%** , so don't turn the heating up unnecessarily in areas where it's not needed.
- ▶ Tell your energy manager or facilities team if any areas are too hot, cold or draughty. This could indicate a maintenance problem.
- ▶ Avoid using your own heaters or fans; talk to your energy manager instead about reprogramming the heating or air conditioning.
- ▶ Check taps aren't left running – and report any dripping taps and overflowing cisterns to the facilities manager.

DID YOU KNOW? Turning the thermostat up to its maximum setting doesn't warm up the space any faster; it just leads to overheating.

Appliances

Office equipment uses up around 30% of total energy consumption in office buildings** – but you can be smart about how you use it.

- ▶ Don't leave appliances in standby mode: it'll still be using power even if it looks like it's turned off!
- ▶ Only fill the kettle with the amount of water that you need – boiling more wastes water *and* electricity.
- ▶ Make sure you use any power-saving settings on your computer and turn it off when it's not in use. A computer left on 24/7 costs around £53 a year.**

DID YOU KNOW? Switching off your computer at night and weekends reduces its cost to around £11 a year and saves the equivalent amount of energy required to make more than 30,000 cups of coffee!††

Lighting

Did you know that lighting a typical empty building overnight wastes enough energy to heat water for 1,000 cups of coffee?† So look for savings here too.

- ▶ Switch off lights in rooms that aren't in use – and tell others to do so too.
- ▶ If you're using blinds to keep out glare, direct them towards the ceiling or walls, so you don't need to turn internal lights on too.
- ▶ Report any faulty or inadequate lighting.

DID YOU KNOW? Even if you turn off a light for just a few seconds, it'll save more energy than it takes for the light to start up again.

Local authorities spend about **£750m** a year on energy alone.*

Talk to us! Report any lighting or heating problems to: