Top tips for saving energy

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

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

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.

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.

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!††

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

The Scottish Government

Inspired by EDF Energy's schools programme. Find out more at jointhepod.org

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