



# 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 is likely to account for a large proportion of your building's energy costs, 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 make sure the heating isn't turned 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 or energy 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. The same is true of air conditioning thermostats if you turn them to their lowest setting.

## Lighting

Lighting is another large contributor to your organisation's electricity bills, so look for savings here too.

- ▶ Switch off lights in rooms that aren't in use – and tell others to do so too.
- ▶ Report any faulty or inadequate lighting.
- ▶ Check that windows, skylights, light fittings, timers and sensors are included on the cleaning rota to maintain their effectiveness.

**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 and electrical items – like kettles – can gobble up electricity, but there are ways to minimise this.

- ▶ Don't leave appliances in standby mode: they're still using power!
- ▶ Switch off individual items of equipment when not in use and unplug devices when they're charged. Encourage colleagues and visitors to do the same.
- ▶ Only fill the kettle with the amount of water that you need – boiling more wastes 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†.
- ▶ Consider when you run a dishwasher or wash cycle – avoid peak energy periods, if possible.

**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: