

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: