



Five steps to become an energy-saving office

Energy is one of the largest controllable overheads in offices*, so there are lots of opportunities for you to make savings. This five-step plan will take you through the options available, to help you reduce energy *and* save money.

1: Understand your energy costs

You'll know from reviewing your energy bill that it's made up of two main charges: **energy costs** and **non-energy costs** – and you'll need to tackle both if you're to see a significant reduction in your overall bill.

Your **energy costs** are determined by the price of wholesale electricity. But you can reduce this cost by being clever in how and when you use energy, and by educating staff about the importance of energy efficiency.

Your **non-energy costs** – which typically make up the majority of your bill – cover things like your use of the grid and decarbonising of the UK's electricity supply. The good news is we can help you reduce these with some simple changes to how you manage your energy – and support you in explaining the complexities of managing non-energy costs to the budget holder (see this [cheatsheet](#) explaining non-energy costs).

2: Identify any energy-saving changes you can make

To reduce your energy costs, you need to look at how you're using electricity across your offices. Start by using any existing systems to their full capacity. If your building management system allows you to set zones and times for heating, make sure you do this. Also: are thermostats located in the correct places? Too much sunlight or cold air could upset how these work. The most comfortable temperature in offices where people are mostly desk-based is 21-23°C, but if there is a lot of equipment and lighting, you could set controls lower to 19-21°C**.

With our auditing and live monitoring tools, you can better understand how you're using energy, identify savings opportunities and track performance. **PowerReport**, our remote and rapid solution, gives you the quickest overview of all your sites with minimal disruption. Or we also have **PowerNow**, a detailed solution with a digital dashboard, which gives you live consumption insights into individual energy assets, so you can make ongoing efficiency improvements.

You could be paying 65% more on energy compared to an energy-efficient office**

Sources: * <https://www.carbontrust.com/resources/guides/energy-efficiency/employee-awareness-and-office-energy-efficiency/> ** <https://www.carbontrust.com/resources/guides/energy-efficiency/employee-awareness-and-office-energy-efficiency/>

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3: Maximise available support

As an EDF Energy customer, you have free access to a full range of support services at www.edfenergy.com/TEC and webinars on all sorts of topics.

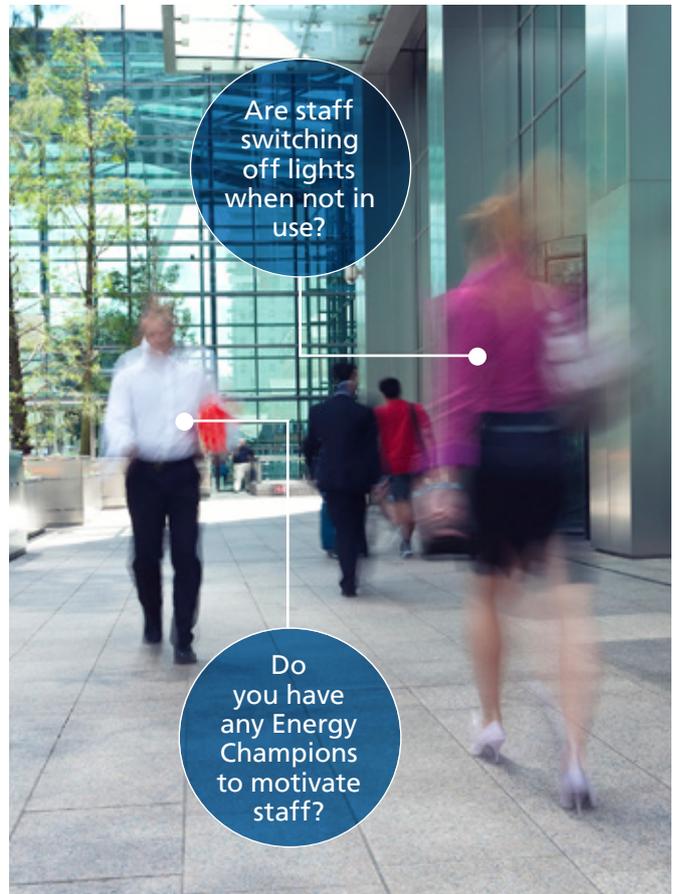
Our specialist support services could help you save energy and money too, by identifying when you're using electricity – so that non-essential tasks (like cleaning) can be shifted to outside peak times, when energy is cheaper. Our free **Triad Alert service** saved the Met Office £158,000 in one year alone. We also offer a Maximum Import Capacity Review – both of which can help you become more energy savvy and reduce bills with very little effort.

4: Promote saving energy amongst staff

One of the most effective ways in which you can reduce energy consumption is by educating staff about the importance of saving energy. Involve them and ask for their input – where do they think energy is being wasted? Remember that the cleaning staff are probably the last ones to leave the buildings at night, so make sure you get buy-in from everyone: from the Chief Executive down to temp staff.

Consider running a 'switch off' campaign that promotes the benefits of saving energy. Focus on the impact on staff resources (less money spent on electricity frees up money that could be spent on new equipment, for example) and improved working conditions (it's more pleasant to work in an office at the right temperature).

You could also appoint Energy Champions to check lights and appliances are switched off at the end of the day or over holidays. Office equipment left on standby during bank holidays and weekends could be costing small and medium sized office based businesses nearly £6,000 over the course of a year!** Don't forget to publicise any energy-saving success stories too – and the impact it's had on carbon emissions – as these could improve your corporate reputation.



5: Invest in energy efficiency

Consider installing timer switches to turn off ICT equipment at the end of the day and light sensors in toilets, storerooms or meeting rooms. Sensors can save 30% on lighting costs***. Don't forget to switch off hot drinks machines at night and weekends too.

Small refurbishment changes to consider include installing draught lobbies (a double set of doors); or wiring lights on separate controls so that those near windows can be switched off independently to those elsewhere in the room.† Lighting can be a particularly expensive problem in open plan offices, while glass fronted buildings can cause overheating (and staff to open windows). Blinds or external shading could help.** And don't forget to talk to us: we're always looking for ways to help you become more energy efficient.

Light levels can fall by 30% in 2-3 years without regular maintenance*