

Top tips for saving energy

Try one of these simple energy-saving tips to conserve resources and reduce energy bills in your office.



Heating and hot water

Heating accounts for 20-40% of energy costs in a typical office*, 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% – that uses the same amount of energy as printing more than 40 million sheets of A4 paper!* – so don't turn the heating up unnecessarily.
- ▶ 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.

Lighting

Lighting can be expensive in large, open plan offices, but there are some easy steps you can take to save energy:

- ▶ Switch off lights in rooms that aren't in use or which don't have sensors – and remind 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 to the facilities or energy manager.

DID YOU KNOW? If you turn off a light for just a few seconds, it saves more energy than it takes for the light to start up again.

Appliances

ICT and other equipment accounts for 15% of energy use in most offices** – and it's the fastest-growing segment. But the good news is you can be smarter 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†.
- ▶ If everyone shares responsibility for turning the dishwasher on, make sure there's a full load and avoid peak energy periods, whenever 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:

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