



Five steps to become an energy-saving library or museum

Energy is one area of your budget where you could make some easy – but significant – savings. Our 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 buildings. Start by using any existing systems to their full capacity. If your building management system allows you to set zones and times for heating (allowing for any constraints of storing artefacts), make sure you do this. Also: are thermostats located in the correct places? Too much sunlight or cold air could upset how these work.

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. For North East Surrey College of Technology (NESCOT), these savings came to £29,000 a year. Or we also have **PowerNow**, a detailed solution with a digital dashboard, which gives you live consumption insights into individual energy assets, to help you make ongoing efficiency improvements.

Have you watched our free webinars with handy energy-saving tips?

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 offering insight on all sorts of topics: from preparing for winter to managing reconciliation payments.

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, which can help you become more energy savvy and reduce bills with very little effort. NESCOL, for example, found savings of £7,000 a year through its Maximum Import Capacity Review.

4: Promote saving energy

One of the most effective ways to reduce energy consumption is to educate staff about the importance of saving energy: involve them and ask for their input. Encourage them to switch lights or equipment off when not in use; report problems with heating and air conditioning controls rather than attempting to override them; and avoid using their own appliances in the workplace.

If cleaning staff are the last ones to leave the buildings at night, make sure they're in the 'switch off' mindset too – and have visual reminders (you can find stickers and posters on the **Carbon Trust** website) in every building. You could also appoint Energy Champions to check lights and appliances are turned off at the end of the day or during public holidays when the library or museum is closed.

Consider running a 'switch off' campaign to kickstart your initiative, and promote the benefits of saving energy. Focus on the impact saving energy could have on staff resources (freeing up money to invest in new facilities or equipment), and improved working conditions (it's more pleasant working in a correctly-heated environment).

Involve the public too: share your energy-saving success stories and ask them to help conserve energy in the library or museum too. It'll boost your sustainability credentials and demonstrate the value of your services.



5: Invest in energy efficiency

Install timer switches to turn off ICT equipment at the end of the day and light sensors in toilets, meeting rooms and store rooms. Sensors can save 30% on lighting costs*. Don't forget to switch off hot drinks machines or any vending machines out of hours too. A typical vending machine can cost around £120 per year in energy costs alone.**

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*. And don't forget to talk to us: we're always looking for ways to help you become a more energy-efficient organisation.

Did you know that light levels can fall by up to 30% in two to three years?†