

# Top tips for saving energy

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



## Heating and hot water

Heating and ventilation likely account for a large proportion of your electricity bill, 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 or overflowing cisterns to the energy or facilities 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 buildings, 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 staff and the public 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 internal lights on too.
- ▶ Report any faulty or inadequate lighting to the energy or facilities manager.

**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

ICT and specialist equipment can use up a significant amount of energy, but there are ways to minimise this.

- ▶ Don't leave appliances in standby mode: they're still using power, even if they look like they're switched off!
- ▶ Only fill the kettle with the amount of water that you need – boiling more wastes water and electricity.
- ▶ Make sure that you use any power-saving settings on computers and office equipment (e.g. photocopiers).
- ▶ Turn off any electrical equipment when not in use. This will help prolong its life, but also save energy and money. A computer left on 24/7 will cost around £53 a year.†

**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: