

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:

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schools programme. Find out
more at jointhepod.org

