



# Energy saving quick tips

A simple crib-sheet to save energy in your business

<b>GETTING STARTED</b>		
<b>Join eco active business</b>	<ul style="list-style-type: none"> <li>• It's your local environmental best practice network</li> <li>• It's free and simple to become a member, see <a href="http://www.gov.je/ecoactivebusiness">www.gov.je/ecoactivebusiness</a></li> <li>• Take part in events and seminars, share ideas and good practice, benefit from resources and support</li> </ul>	✓
<b>Get your priorities straight</b>	<ul style="list-style-type: none"> <li>• Think about the energy being used across your workplace as a whole</li> <li>• Review your bills to understand which fuels you are spending the most on</li> <li>• Walk around your site to identify where:               <ol style="list-style-type: none"> <li>i. Energy is being used over a long time</li> <li>ii. Energy is being used over a short time, but at high power</li> </ol> </li> </ul>	
<b>Choose a champion..</b>	<ul style="list-style-type: none"> <li>• Driving action, engagement and change requires a leader</li> <li>• Your champion needs to be accessible as the 'go to' person for energy and environmental ideas</li> <li>• It's crucial that senior management give your champion their support and backing</li> </ul>	
<b>..but work as a team</b>	<ul style="list-style-type: none"> <li>• Remember – across the whole organisation it is you and your colleagues that control 100% of your energy use</li> <li>• It is therefore crucial to get all staff on board and create an energy saving culture</li> <li>• Your own ideas are often the best - encourage staff to brainstorm and submit their suggestions</li> </ul>	
<b>Start as you mean to go on</b>	<ul style="list-style-type: none"> <li>• Train staff on energy and environment as part of their induction</li> <li>• Eco active can provide a free template slideshow that you can adapt to suit the specifics of your business, to request a copy email <a href="mailto:ecoactive@gov.je">ecoactive@gov.je</a></li> </ul>	
<b>HEATING &amp; COOLING</b>		
<b>Don't need it? Don't use it!</b>	<ul style="list-style-type: none"> <li>• Break the habit of turning heating or cooling on by default</li> <li>• Opening doors and windows is the cheapest form of cooling</li> <li>• If staff are too hot or too cold, try to get to the bottom of the problem – is there a draughty area, are</li> </ul>	

	staff dressed for the weather, are complaints always from the same individuals?	
<b>Do need it? Don't waste it!</b>	<ul style="list-style-type: none"> <li>• Close windows and doors before you use heating or cooling – your energy is literally going out the window</li> <li>• Check that your building is properly insulated, think about the roof, walls and floor</li> <li>• Can you improve your windows or doors by draught proofing or replacement?</li> </ul>	
<b>Making the most of it</b>	<ul style="list-style-type: none"> <li>• If you have a central heating or cooling system find out how it works and fully understand the controls</li> <li>• Make sure you make the most of any built in energy saving functions</li> <li>• If you have a building management system it may be worth investing in external expertise. A training session or system review can help identify refinements to settings that you may not be aware of</li> </ul>	
<b>On time...</b>	<ul style="list-style-type: none"> <li>• Timer settings should allow your building time to warm up ready for employees to arrive – not before</li> <li>• Your building will naturally take time to cool, so you can generally set the heating to turn off well before the last employees leave</li> <li>• Remember to adjust timers for daylight savings and shift patterns</li> </ul>	
<b>... and under control</b>	<ul style="list-style-type: none"> <li>• Turn off heating and cooling in unoccupied areas, only use the heating where people will benefit</li> <li>• Try to avoid staff battling over settings – men and women have different natural body temperatures so a balance has to be struck</li> </ul>	
<b>Don't stand-alone</b>	<ul style="list-style-type: none"> <li>• Stand-alone heaters are very expensive to run</li> <li>• If employees have resorted to using heaters brought in from home the appliances are unlikely to have been PAT tested. Untested equipment is a fire and insurance risk</li> </ul>	
<b>Keep clear</b>	<ul style="list-style-type: none"> <li>• Ensure heaters, radiators and ventilation units are kept clear so they operate efficiently</li> <li>• Do not cover heaters or vents or place office furniture tightly against them</li> </ul>	
<b>Maintain to gain</b>	<ul style="list-style-type: none"> <li>• Regularly service your heating or cooling system – servicing can reduce running costs by 10%</li> <li>• If you have central heating keep an eye out for signs of discolouration, rust, or drops in pressure – if you find a fault seek technical advice</li> </ul>	

<b>Set it right</b>	<ul style="list-style-type: none"> <li>Your cooling system does not need to operate at full speed all of the time. Fit variable speed drives – they save energy by reducing the speed of the fans to match your needs</li> <li>Beware of ‘auto’ cooling settings that can see-saw between heating and cooling, wasting large amounts of energy. A ‘dead band’ can be used to avoid this</li> </ul>	
<b>Think energy</b>	<ul style="list-style-type: none"> <li>It is far easier and more cost effective to make energy improvements as part of a redesign or refurbishment</li> <li>If your office layout is changing think about opportunities to save energy</li> <li>If you are undergoing a refurbishment understand the cost benefit of extra investment in energy efficiency versus long term costs savings</li> </ul>	
<b>LIGHTING</b>		
<b>Natural is best</b>	<ul style="list-style-type: none"> <li>Open blinds and use natural lights where possible</li> <li>Ensure windows and skylights are clean and not obstructed either inside or outside</li> <li>Consider natural lighting when laying out a workplace</li> </ul>	
<b>Get light right</b>	<ul style="list-style-type: none"> <li>Over-lighting or poor quality lighting can lead to glare, eye strain and headaches</li> <li>If you work in an office that has changed use, are the lighting panels correctly positioned close to staff workspaces?</li> </ul>	
<b>LED</b>	<ul style="list-style-type: none"> <li>The business case for LED is getting stronger and stronger</li> <li>Immediate energy savings can be up to 75%, products often have a 5 year warranty and payback on investment is typically between 1 – 2 years</li> <li>The long lifetime of LED lamps further reduces costs and disruption associated with the replacement and disposal of failed lamps</li> </ul>	
<b>Be light aware</b>	<ul style="list-style-type: none"> <li>Encourage staff to turn on the areas they need – not the whole floor area at a time</li> <li>Clearly label switches, especially if circuits are grouped together on a single switchboard</li> <li>Run a switch off awareness campaign to remind staff to turn off when not required</li> </ul>	
<b>Get smart</b>	<ul style="list-style-type: none"> <li>Smart lighting controls can drastically reduce wasted energy</li> <li>Motion sensors (PIR) can be installed in areas that are not used regularly such as toilets, meeting rooms and storage areas</li> </ul>	

	<ul style="list-style-type: none"> <li>• Time switches and daylight sensors reduce waste whilst ensuring well-lit safe working areas</li> </ul>	
<b>COMPUTING &amp; APPLIANCES</b>		
<b>Give it a break</b>	<ul style="list-style-type: none"> <li>• Switch off PCs, monitors and communal equipment at the end of the day</li> <li>• As well as saving energy this helps preserve the equipment's life</li> <li>• Automated timer switches or energy saving software can be used to guarantee equipment is shut down</li> </ul>	
<b>Sharing is caring</b>	<ul style="list-style-type: none"> <li>• Fewer, large, energy efficient communal printers use far less energy than lots of small personal printers</li> <li>• Maintenance, toner and ink costs are also reduced by minimising the amount of equipment in service</li> <li>• Job-release and duplex settings can reduce unnecessary printing saving energy, paper and ink on individual jobs</li> </ul>	
<b>Night-lite</b>	<ul style="list-style-type: none"> <li>• Carry out an end of day walk around review to identify equipment being left on overnight unnecessarily</li> <li>• Leave a reward for staff that switch off their computer and chargers to encourage good habits</li> <li>• Put timers on appliances like printers, drinks vending machines and water coolers to turn them off overnight</li> </ul>	
<b>Be tech savvy</b>	<ul style="list-style-type: none"> <li>• Virtual meetings and working from home can be used to reduce transport</li> <li>• With employees increasingly on the go would energy efficient laptops be a better option than energy hungry desktops?</li> <li>• Computer and server rooms use huge amounts of energy and create a lot of heat. Could cloud servers reduce your energy costs and provide increased data security?</li> </ul>	
<b>WATER</b>		
<b>Don't waste water</b>	<ul style="list-style-type: none"> <li>• Upgrade taps and shower heads to flow restricted or aerated options to save water and energy</li> <li>• Dual flush toilets and waterless urinals can deliver big savings on water use</li> </ul>	
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Kettles are energy hungry, make a round of teas and only boil the water you need</li> <li>• Clean the back of your fridge and freezer of dust and grime to improve efficiency</li> </ul>	

	<ul style="list-style-type: none"> <li>• Fridges are most efficient when three quarters full, freezers are most efficient when full – fill space with drinks or ice!</li> </ul>	
<b>TRANSPORT</b>		
<b>Safer to save</b>	<ul style="list-style-type: none"> <li>• Sensible, safe driving is best in all regards. From an energy point of view smooth driving, avoiding harsh acceleration or braking, is the most economical</li> <li>• Provide training to regular drivers to help improve fuel efficiency and safety on the road</li> </ul>	
<b>Max your MPG</b>	<ul style="list-style-type: none"> <li>• If you have a fleet of vehicles, choose the right vehicle for the job</li> <li>• Ensure vehicles are regularly maintained in line with the manufacturers recommendations</li> <li>• If you are covering a large mileage, or are looking to reduce your carbon footprint, electric and hybrid vehicles are very cheap to run and produce minimal emissions</li> </ul>	
<b>On track with telematics</b>	<ul style="list-style-type: none"> <li>• Vehicle telematics provide a wealth of data that can be used to optimise your fleet</li> <li>• Telematics systems can help minimise fuel costs through improving route planning, monitoring driving styles and minimising engine idling. Cost savings on fuel can quickly repay the costs of the system</li> <li>• Telematics providers also highlight a range of further benefits such as optimising vehicle usage, reducing accidents and monitoring of drivers' hours</li> </ul>	
<b>.. AND FINALLY</b>		
<b>Work &amp; play</b>	<ul style="list-style-type: none"> <li>• Staff who are energy aware at home are more likely to bring those good habits to work</li> <li>• Improve your staff's energy awareness at home, check out the good practice guide and other information available from <a href="http://www.gov.ie/energyefficiency">www.gov.ie/energyefficiency</a></li> </ul>	