The eco active business

Energy saving quick tips

eco
active

Using less energy is not only good for our environment, it's also good for business.

That's why we've put together this guide. It contains simple ways to save energy in your business.

Many of the ideas are so straightforward that they won't cost you a penny and will help you to start saving money straight away.

The ideas are suitable for all businesses, but are perhaps most relevant for small, simple operations.

This guide is also available as a printable checklist from www.gov.je/reducebusinessenergy
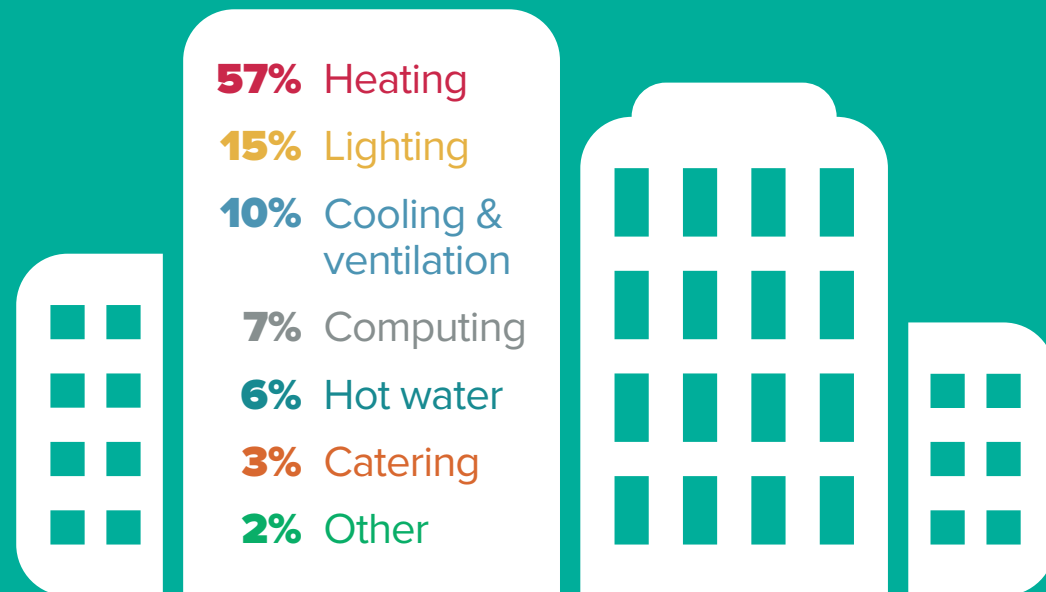
Getting started:
Join eco active business

Eco active business is your local environmental best practice network. Our members are invited to events and training seminars to share ideas, as well as benefiting from free resources and support. It's simple to become a member; for more information see **www.gov.je/ecoactivebusiness**

Get your priorities straight

☐ Think about the energy being used across your workplace as a whole

☐ Review your bills to understand which fuels you are spending the most on

☐ Walk around your site to identify where:

☐ Energy is being used over a long time

☐ Energy is being used over a short time, but at high power

A typical office

The breakdown of energy used in a typical office looks like this...

57% Heating
15% Lighting
10% Cooling & ventilation
7% Computing
6% Hot water
3% Catering
2% Other

Ref. Department of Energy and Climate Change - Energy Consumption in the UK 2015
www.gov.uk/government/statistics/energy-consumption-in-the-uk

...if you don't work in an office, how do you think your breakdown would look?

Choose a champion

☐ Driving action, engagement and change requires a leader

☐ Your champion needs to be accessible as the 'go to' person for energy and environmental ideas

☐ It's crucial that senior management give your champion their support and backing

...but work as a team

☐ Remember - across the whole organisation it is you and your colleagues that control 100% of your energy use

☐ It is therefore crucial to get all staff on board and create an energy saving culture

☐ Often the best energy saving ideas are your own; encourage your staff to submit their suggestions

Start as you mean to go on
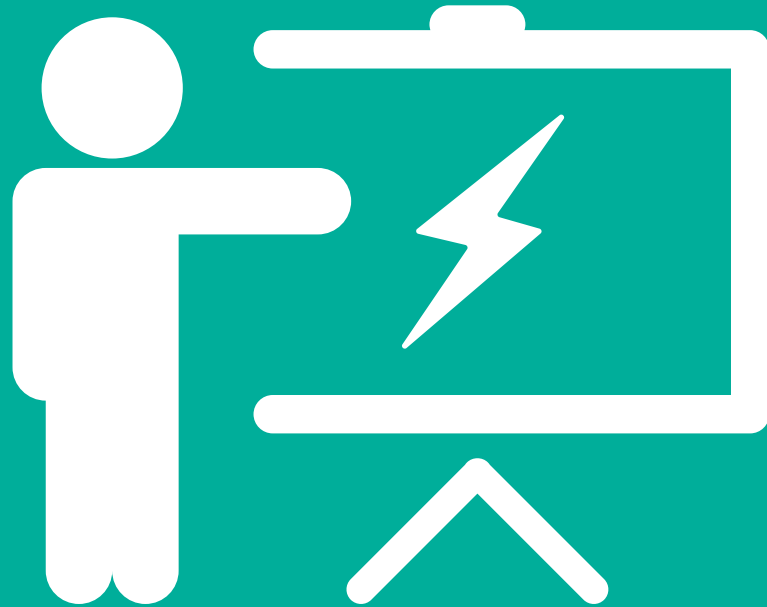
☐ Train staff on energy and environment as part of their induction

☐ Eco active can provide a free template slideshow that you can adapt to suit the specifics of your business. To request a copy email ecoactive@gov.je

Heating and cooling

☐ Break the habit of turning heating or cooling on by default

Don't need it? Don't use it

☐ Opening doors and windows is the cheapest form of cooling

☐ If staff are too hot or cold, try to get to the bottom of the problem - is there a draughty area, are staff dressed for the weather, are complaints always from the same individuals?

Do need it? Don't waste it

☐ Close windows and doors before you use heating or cooling - your energy is literally going out the window

☐ Check that your building is properly insulated; think about the roof, walls and floor

☐ Can you improve your windows or doors by draught proofing or replacement?

Making the most of it

☐ If you have a central heating or cooling system find out how it works and fully understand all of the controls

☐ Make sure you make the most of any built-in energy saving functions

☐ 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

On time...

☐ Optimise your timer settings. For example, if your building takes 30 minutes to heat up and cool down and your employees work 9 - 5, your optimum timer settings would be 8.30 - 4.30

☐ Your building will naturally take time to cool, so you can generally set the heating to turn off well before the last employees leave

☐ Remember to adjust timers for daylight savings and shift patterns

...and under control

☐ Turn off heating and cooling in unoccupied areas, only use the heating where people will benefit

☐ Try to avoid staff battling over settings - men and women have different natural body temperatures so a balance has to be struck

Maintain to gain

☐ Regularly service your heating or cooling system - servicing can reduce running costs by 10%

☐ 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

Think energy
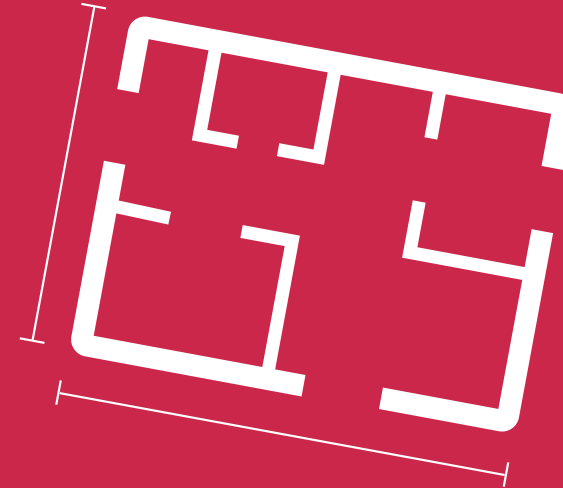
☐ It is far easier and more cost effective to make energy improvements as part of a redesign or refurbishment

☐ If your office layout is changing, think about opportunities to save energy

☐ If you are undergoing a refurbishment, understand the cost benefit of extra investment in energy efficiency versus long term costs savings

Keep clear

☐ Ensure heaters, radiators and ventilation units are kept clear so they operate efficiently

☐ Do not cover heaters or vents or place office furniture tightly against them
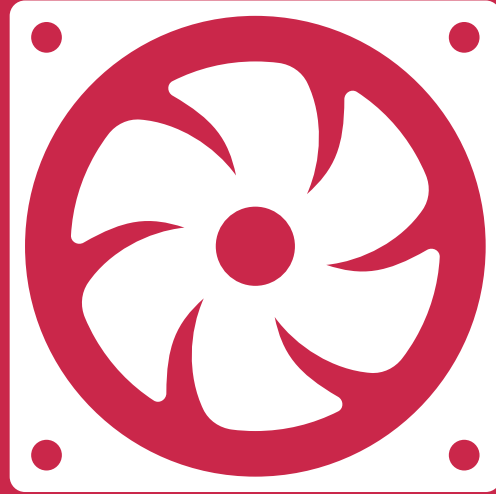
Don't stand-alone

☐ 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

☐ Stand-alone heaters are very expensive to run

Set it right

☐ 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

☐ Beware of 'auto' cooling settings that can see-saw between heating and cooling, wasting large amounts of energy. Ask your service engineer how a 'dead band' can be used to avoid this

Lighting

Natural is best

☐ Open blinds and use natural lights where possible

☐ Ensure windows and skylights are clean and not obstructed either inside or outside

☐ Consider natural lighting when laying out a workplace

Get light right

☐ Over-lighting or poor quality lighting can lead to glare, eye strain and headaches

☐ If you work in an office that has changed use, are the lighting panels correctly positioned close to staff workspaces?

LED

☐ The business case for LED is getting stronger and stronger

☐ 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

☐ The long lifetime of LED lamps further reduces costs and disruption associated with the replacement and disposal of failed lamps

Be light aware

☐ Encourage staff to turn on the areas they need - not the whole floor area at a time

☐ Clearly label switches, especially if circuits are grouped together on a single switchboard

☐ Run a switch off awareness campaign to remind staff to turn off when not required

Get smart

☐ Smart lighting controls can drastically reduce wasted energy

☐ Motion sensors (PIR) can be installed in areas that are not used regularly such as toilets, meeting rooms and storage areas

☐ Time switches and daylight sensors reduce waste whilst ensuring well-lit safe working areas

Computing and appliances

Give it a break

☐ Switch off PCs, monitors and communal equipment at the end of the day

☐ As well as saving energy this helps preserve the equipment's life

☐ Automated timer switches or energy saving software can be installed to guarantee equipment is shut down

Sharing is caring

☐ Fewer, large, energy efficient communal printers use far less energy than lots of small personal printers

☐ Maintenance, toner and ink costs are also reduced by minimising the amount of equipment in service

☐ Job-release and duplex settings can reduce unnecessary printing, saving energy, paper and ink on individual jobs

Night-lite

☐ Carry out an end of day walk-around review to identify equipment being left on overnight unnecessarily

☐ Leave a reward for staff that switch off their computer and chargers to encourage good habits

☐ Put timers on appliances like printers, drinks vending machines and water coolers to turn them off overnight

Be tech savvy

☐ Virtual meetings and working from home can be used to reduce transport

☐ With employees increasingly on the go, would energy efficient laptops be a better option than energy hungry desktops?

☐ 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?

Water

Don't waste water

☐ Upgrade taps and shower heads to flow restricted or aerated options to save water and energy

☐ Dual flush toilets and sensor or waterless urinals can deliver big savings on your water bill

Kitchen

☐ Kettles are energy hungry, make a round of teas and only boil the water you need

☐ Clean the back of your fridge and freezer of dust and grime to improve efficiency

☐ Fridges are most efficient when three quarters full, freezers are most efficient when full - fill space with drinks or ice!

Transport

Safer to save

☐ 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

☐ Provide training to regular drivers to help improve fuel efficiency and safety on the road

Max your MPG

☐ Ensure vehicles are regularly maintained in line with the manufacturer's recommendations

☐ 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

☐ If you have a fleet of vehicles, choose the right vehicle for the job

On track with telematics

☐ Vehicle telematics provide a wealth of data that can be used to optimise your fleet

☐ 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

☐ Telematics providers also highlight a range of further benefits such as optimising vehicle usage, reducing accidents and monitoring of drivers' hours

...and finally work and play

☐ Staff who are energy aware at home are more likely to bring those good habits to work

☐ Improve your staff's energy awareness at home. Check out the good practice guide available from www.gov.je/energyefficiency

web > **gov.je/ecoactivebusiness**
email > **ecoactive@gov.je**
phone > **01534 441 600**