

## Energy Reduction: Facilities Guide and Checklist

Changes in our everyday habits are one of the easiest and most effective ways of reducing energy use, saving your business money as well as becoming more sustainable.

The following provides some key starting points for office and building managers to reduce energy usage throughout your business.

### USEFUL TO KNOW:

Watt (W) is a measure of how much power an appliance requires to operate.

Kilowatt hour (kWh) is a measure of how much energy you're using.

### EXAMPLE

**Appliance:** Dishwasher (2kW power rating)

**Power use for 1 cycle:**  $2\text{kW} \times 2\text{h} = 4\text{kWh}$

**Cost per cycle:**  $4\text{kWh} \times £0.25/\text{kWh} = £1.00$

### EQUIPMENT & IT:

Action	Planned?	Completed?
Using power-save settings and automate turn off <ul style="list-style-type: none"> <li>• Screens</li> <li>• Printers</li> <li>• Coffee machines, water coolers etc</li> </ul>		
Regular servicing and maintenance of equipment ensures everything runs efficiently <ul style="list-style-type: none"> <li>• HVAC system</li> <li>• Fridge, cookers, microwave</li> <li>• Printers</li> </ul>		
Include energy efficiency in procurement decisions <ul style="list-style-type: none"> <li>• Check manufacturer label, reviews, timer capability</li> </ul>		
Check server room temperature settings against manufacturers' guidance to ensure server room is not kept unnecessarily cold <ul style="list-style-type: none"> <li>• 18°C to 21°C is generally considered adequate</li> </ul>		

**HEATING, COOLING AND LIGHTING:**

Action	Planned?	Completed?
Discourage the use of personal fans and heaters		
Allow employees to select warmer or cooler parts of the building to work from, based on their preference		
Optimise building occupancy, to optimise use of heating and cooling		
Keep a gap between the heating and cooling set points, so both systems do not work in competition		
Discourage employees from overriding controls		
Ensure heating and air-con are on timers		
Install window film to reduce glare and overheating to maintain a more regular temperature		
Where possible, introduce zoned heating and lighting to accommodate busier or quieter occupation rates		
Automate where possible with timer switches, occupancy sensors and daylight sensors		
Keep light fixtures clean, to maximise light output, reducing the need for additional lighting		

**KITCHEN AND BATHROOMS:**

Action	Planned?	Completed?
Regular maintenance of equipment – eg descaling, cleaning		
Site fridges and freezers in a cool (but not very cold) position, to reduce cooling demand		
Avoid overfilling the fridge, to reduce cooling demand		
Turn off vending machines or fridges with non-perishable goods when not in use		
Fix dripping taps to avoid water waste and heating demand		

**PROCUREMENT:**

Action	Planned?	Completed?
Consider energy efficiency in procurement of new equipment and other items		
Consolidate deliveries – click and collect, limit returns, avoid next-day delivery where possible		
Encourage responsible procurement throughout the company <ul style="list-style-type: none"> <li>• Examples: <ul style="list-style-type: none"> <li>◦ Reusable or eco-friendly branded items</li> <li>◦ More sustainable stationery choices</li> <li>◦ Provide locally grown produce</li> </ul> </li> </ul>		

**IMPLEMENTATION:**

Action	Result	Planned?	Completed?
Install signage, conduct staff training and awareness sessions	Undertake 'Five Days of Easy Sustainability Actions' through all staff mailouts or learning sessions  Staff feel empowered and informed to make changes and follow guidance		
Display an end of day checklist in suitable location for last person to leave premises	Provides clear and visible guidance to all staff on what should be shut down at the end of each day		
Create a sustainability champions group among your staff	Makes staff feel engaged and in control of energy saving measures		
Take regular meter readings	Monitor peaks of use – eg equipment left on outside of working hours, seasonal changes		
Report energy reduction to management and wider team	Demonstrate energy and cost savings, encourage more action through positive feedback loops		
Install Building Management Systems and/or smart meters where possible	Monitor efficiencies and performance, can be used to optimise controls over multiple aspects such as heating, ventilation, security systems and lighting		
Where possible, move to a renewable electricity supplier, transition from gas to electricity	Any energy you use will come from a renewable and less polluting source		