

## **Energy Saving - Top Tips for Offices**

### **1. Switch off computers and any other electronic devices when not in use.**

- All equipment should be switched off at the end of the working period.
- Ensure your PC is set up to energy saving mode.
- Switch off PC when in meetings and away from your desk for more than 15mins.
- Do not leave electrical equipment on standby

### **2. Switch off lights when not in use.**

Last person in the office should switch off all lighting within the area – leaving corridor and walkway lighting switched on

- Switch to low energy lighting, using only one fifth of normal energy

### **3. Don't use more light than is necessary.**

- Make the most of natural light by keeping window space clear.
- Switch off office lighting if natural light meets your needs.

### **4. Keep doors and windows closed, and draught-proof, in cold weather.**

- If working conditions become too hot, the simple solution is to turn down the heating.
- Contact site managers if your space heating is set too high.

### **5. Leave plenty of space around radiators to allow efficient heating of the room.**

- Radiators have to use more energy if they are blocked by furniture.

### **6. Don't put hot equipment, i.e. photocopiers, close to cooling vents.**

- The cooling system will use more energy in order to carry out its normal function.

### **7. Ensure central heating thermostat is kept at a constant 19°C, and turn off when office is not in use.**

- Heating costs can increase by 8% by raising the temperature set point by just one degree.

**8. Ensure the thermostat is located away from draughts or hot and cold areas.**

- Extremes in temperature will automatically increase heating costs.

**9. Don't heat unused space.**

- Empty rooms or corridors do not need to be heated to the same extent as those that are in constant use.

**10. Maintain equipment properly.**

- Failure to conduct regular checks on heating equipment can result in large increases in bills.

Further information on reasons behind and ways of saving energy in the office can be found on the [Carbon Trust](#) web site.

For savings energy in the home please see the [Energy Savings Trust](#) web site.