SPOTLIGHT ON
ENERGY SAVING

Office equipment

- IT equipment burns energy, even in standby mode. Turning computers and monitors off at night can save £35 a year per desk.
- Turning off non-essential equipment at the mains can save the Company 60% of equipment running costs. This also helps equipment last longer, meaning it doesn't have to be replaced as often.
- Screen savers do not save energy. So, try using energy-saving features on monitors such as hibernation and sleep mode rather than simply switch to a screen saver.
- Go 'digital' – eliminate or at least reduce the amount of printing and photocopying (and postage!) by instead using email, the cloud or e-filing as much as possible.

Office lighting

- Office lights left on overnight for a year use enough energy to heat a home for 5 months.
- Switch lights OFF when they're not needed - it's a myth that turning lights off and then back on uses more energy than leaving them on all the time.
- Take advantage of natural light – open window blinds during daylight hours whenever possible.

Office heating

- A room will not heat up faster if the thermostat is set higher than needed. Instead, it just wastes energy.
- In warm weather, turn down the heating rather than opening windows.
- Aim to keep room temperature between 20-22°C, ideal for office comfort and productivity.
- Turn down the thermostat – reducing room temperature by just 1°C could help save the Company around 10% on next year's heating bill.
- Ensure any air conditioning is turned off when not needed, otherwise it can double the energy bill.
- Keep radiators clear of obstructions to allow optimum air circulation.

Did you know, if a business returns a 5% profit margin over 3 years, a £500-a-year saving from energy efficiency makes the same profit as £30,000 of extra sales.

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