

Energy Checklist

Name of company: _____

Date and time of energy walk around: _____

Heating

- What is the temperature?
- Do the staff complain about the temperature?
- Have heaters/boilers been serviced in the last 12 months?
- Are portable heaters used?
- Are heaters and air conditioning units operating in the same area?
- How hot is the hot water?
- Do all areas need to be heated fully?
- Is there a room thermostat that works and is set to the correct temperature?
- Are all timers working and on the correct settings?
- Are there any obstructions in front of radiators or heaters?
- How is extractor fans controlled?
- Are windows and doors open when heating or air conditioning is on?
- Is there any cold coming in from draughty windows and doors?

If rooms are too hot or heated unnecessarily this is easy to deal with. Improving insulation and draught control can also significantly reduce energy consumption.

Poorly maintained boilers can add 30% to heating costs. Portable heaters are expensive so only use if essential and only for short periods (use a timer switch).

Many people complain of being too hot at work, so make sure the thermostat is set at 19 – 20 degrees C, and install thermostatic radiator valves where possible. Turn the heating down rather than opening windows. Timers need to be set so heating is only on when needed.

Lighting

- Are lights switched off where necessary?
- Are large diameter fluorescent tube lights still used?
- Are lamps, fitting and roof lights clean?
- Are light bulbs long life or are they traditional tungsten light bulbs still used?
- Are light switches easy to find and labelled with reminders to switch off etc?
- Is exterior lighting switched off when not needed?

Energy efficient lighting can save your business hundreds of pounds a year. Old large diameter (38mm) fluorescent tubes use 10% more energy than slimline tubes (26mm diameter) and new high frequency fluorescent lighting extends lamp life and can reduce consumption by up to a quarter. Dirt reduces lighting levels by a surprising amount. Standard bulbs are very expensive to run and actually produce more heat than light. Compact fluorescent bulbs have a longer life and use up to 75% less energy. Task lighting is more pleasant to work with as it reduces glare and electricity bills at the same time.

Office

- Do computers have built-in energy saving features and if so are they activated?
- Are computers left on overnight?
- Are monitors switched off when not in use?
- Are photocopiers and other equipment energy efficient?
- Are photocopiers located near air conditioned areas or air conditioning units?
- Are printers and photocopiers left on overnight/ at weekends?
- Are vending machines/water coolers etc left on permanently?
- Can you see any other waste of energy?