



ENERGY SAVING TIPS FOR THE OFFICE

A FU⁺UREPLUS GUIDE



+ THE BENEFITS

Minimising energy use is essential in order to:

- 1) **Achieve financial savings** on energy bills
- 2) **Minimise exposure to risk**, such as future price fluctuations
- 3) **Reduce the carbon footprint** of your business

+ UNDERSTANDING YOUR ENERGY USE

Many businesses, particularly those operating in rented office spaces, can feel they have very little control over their energy data. However, getting hold of this data is an important part of understanding your use and setting targets for reductions.

Ask your landlord for the energy bills for your floor/s or unit/s (electricity, gas, and receipts for any oil or other fuels). This may not always be possible, but even access to the bills for the whole building is a good start in piecing together what is being used.

Smart metres and in some instances, energy audits, can also be a useful way to establish the ways in which energy is used in a property, and to identify opportunities to improve energy management and performance.

+ EDUCATING EMPLOYEES

Energy reductions will be hard to achieve without the buy-in of every single employee. It's important that everyone understands the reasons WHY you are making energy savings and are encouraged to play their part and contribute.

Sustainability training, and small prompts such as signage in appropriate areas, or regularly communicated reminders will all help.

Motivating employees by setting reduction targets and goals is also important.



+ QUICK WINS – IT ALL ADDS UP!

We all need to be more conscious of the impact our everyday actions and habits have on both the climate and on operational costs. Simple actions you can start implementing immediately will soon add up. Some examples are below:

Lighting:

- Check if your office light bulbs are LED. If not, can they be changed?
- Make use of natural light from windows and skylights. Don't rely on artificial light when it's bright outside.
- Turn off lights in unoccupied rooms or areas.
- Many 'smart' buildings have motion sensors for lighting in kitchen areas, toilets and corridors. If yours doesn't, consider signage to remind staff and guests to turn off lights when leaving a room.
- Ensure thermostats are set correctly, and ask staff to take sensible action and dress appropriately for the weather.
- Make sure that boilers and heating / cooling units are serviced regularly.

Appliances:

- Switch off computers when not in use, rather than leaving on standby, particularly overnight and at weekends.
- Keep equipment unobstructed, and regularly clean appliances that are prone to overheating.
- Look to replace end-of-life equipment and appliances with energy-efficient alternatives.
- Reduce printer and photocopier use, or better still, go paperless.
- Fill the kettle appropriately, only boiling what is needed, and use an eco-cycle on the dishwasher.

Heating and Cooling:

- Turn down, off, or zone heating and air-conditioning where appropriate and overnight / at weekends.
- Ensure air vents and radiators are kept clean, free from dust, and unobstructed by furniture.



+ SETTING TARGETS

UK businesses accounted for around 18% of all UK greenhouse gas emissions in 2020. Setting targets to reduce your energy use will not only save on operational costs, but will also help to contribute to the UK-wide 'Net Zero by 2050' target, by focusing on lowering your scope 1 and 2 emissions (those emissions caused directly by your business through the energy it uses).

Knowing what reduction targets to set can be different for every business, but we're here to help. Get in touch for advice and support: team@future-plus.co.uk

+ THE LONGER-TERM VIEW

The aggregated impact of businesses across the world making incremental energy use reductions is absolutely vital in terms of combating climate change, but there will inevitably come a point when you have reduced your energy consumption as much as possible and made energy use as efficient as is feasible.

The longer-term view can be more complex, but ultimately relies on transitioning to company-owned renewable energy sources, for example solar power, and moving company vehicles towards renewables.

Offsetting your residual emissions can be another option to consider, although we would suggest careful consideration of this option over investment into reductions, renewables, and carbon capture technologies.

+ HOW CAN WE HELP?

Whether you need help with an energy audit, target setting, sustainability training, or explaining the pros and cons of offsetting, we'd love to hear from you. You can get in touch at: team@future-plus.co.uk