

Bright Green Business helps Scottish businesses recruit skilled students & graduates, improve environmental practices & develop business networks. To find out more about our other services visit our website www.brightgreenbusiness.org.uk.

Introduction

Managing your organisations energy usage not only entails monitoring and measuring but also looking at energy saving measures to minimise your energy usage and reduce your costs. After establishing a baseline and knowing how much energy is currently being used on average you can now begin looking at reducing your energy usage and setting targets for reductions.

How to reduce Energy consumption in the workplace

- Switch off lights when there is sufficient daylight
- Turn off monitors etc. when away from desk for breaks, lunch, meetings and especially overnight and weekends
 - A computer left on overnight will cost around £50 per year
 - A printer left on will cost around £20; an A1 printer around £90
- Add timer plugs to vending machines / water coolers / printers
 - A timer installed on a vending machine will save £150 to £200 per year
- Check thermostatic controls and timers on heaters and air conditioning units
- Check external lighting controls
- Ensure heaters are not obstructed



Further Energy Saving Measures

'Switch off, not standby'

Computers, printers, scanners and other office equipment waste energy on standby.

Heating

- Control heating and air conditioning, this is an easy way to reduce energy usage. Standard temperatures in the office to maintain energy is usually 20°C.
- Minimise the time doors and windows are open when heating is on; install strip curtains/fast acting shutter doors.

Lighting

- Switch off lights when a room is not in use.
- Fluorescent lighting is not environmentally friendly, look to alternatives for energy saving measures.
- Halogen spots – possible replacements:
 - Mains voltage: Replace with LEDs or compact fluorescent spots (50W to 9W)
 - Low voltage: Can be replaced with LEDs

Install motion sensitive lighting

Useful for rooms which are not always in use such as bathrooms or kitchens. This also means that staff don't need to remember to switch off the lights when they leave the room. Putting this type of lighting in corridors or entrances would also save energy as these areas are not always in use.

Electrical Equipment

Most new electrical equipment now has energy efficiency standards, look out for an energy sticker on such appliances as computers, monitors and printers to save energy.

Technology – Renewables

Solar Panels

Installing solar panels in your workplace can create energy for all office equipment leading to self sufficiency.

- The cells convert the sunlight into electricity.
- Cut your electricity bills: sunlight is free, so once you've paid for the initial installation your electricity costs will be reduced.
- Each panel typically ranges from 100 to 320 watts.



Wind Turbine

Having a wind turbine on site can also lead to self sufficiency related to energy production and usage.

- Wind turbines harness the power of the wind and use it to generate electricity.
- Renewable, widely distributed, clean, produces no greenhouse gas emissions during operation and uses little land.
- The wind turns the blades, which spin a shaft, which connects to a generator and makes electricity



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