Energy Saving Tips

SAVE @WORK

TIP OF THE WEEK

OUT OF OFFICE

SAVING ENERGY DURING HOLIDAYS

- **Switch off all non-essential lights** for the holidays.

- **Do not forget to turn the heating down.** If you reduce the temperature by just 1°C energy consumption can actually be smaller by 5-10%..

- **Turn off all non-essential equipment.**

- **Other appliances** (fridges, kettles, microwaves, etc.) **should also be unplugged**.

- All cold **drinks machines and water coolers can also be turned off** when not needed.

- **Reduce the number of lifts** in operation and **turn off escalators.**

- **Turn off signs** that are not needed for security or safety.

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Out of office - saving energy during holidays

„A 365 day year is composed of 8760 hours. Of those 365 days, only around 250, or 2000 hours (assuming an 8 hour operating day), are working days. The rest are weekends and public holidays. This means that the majority of public buildings are actually only operating for about 23% of the year. For the other 77% of the time they are empty."

Keeping that in mind, switching off appliances over the holidays when your office is empty can help save a lot of money, and also significantly reduce carbon emissions.

The following tips will help you to put your office to sleep during holidays:

1. **Switch off the lights - L**ighting a small office for one night wastes as much energy as needed to boil water for 1000 cups of coffee. Turning off all (non-essential) lights over the holidays can make a huge saving.

2. **Do not forget the thermostat -** Heating contributes to between 20-40% of the energy costs of a typical office, but if you reduce the temperature by just 1°C energy consumption can actually be smaller by 5-10%. Turn the heating down during holidays.

3. **Check the schedule for the sensors,** the heating/air conditioning and the light controls to make sure that on public holidays they are correctly programmed.

4. **Turn off all non-essential equipment -** Leaving one PC and monitor on for 24 hours a day will cost around 60 Euro a year, and a photocopier uses as much energy in one night which is enough to make 5000 A4 copies. By switching laser printers off at the socket every night, each weekend and during the holidays their energy consumption can be reduced by 75%.

5. **Other appliances -** Fridges, kettles, and microwaves are completely unnecessary over the holidays when no one is in the office and they should be unplugged. Fax machines can be diverted to only one machine. Walk around in the office to find all the machines that you can turn off.

6. **Drinks machines -** All cold drinks machines and water coolers should also be turned off when not needed. Install a timer to reduce the likelihood of machines being left on out of hours.

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7. Reduce the number of lifts in operation and turn off escalators.

8. Turn off signs that are not needed for security or safety.

9. In case you have to talk during the holidays - Use technology to hold virtual meetings, give presentations or make long distance phone calls – all from your home.

Top tips for champions

If only a few people are working over the holidays, try to get them to work in the same part of the building, so only those areas need lighting and warmer temperature.

You can also...

- Ensure timers on external lighting have been adjusted for the longer hours of daylight at this time of year.
- Use holiday time to undertake maintenance that would have been disruptive.

Did you know?

In 2012 office equipment in the UK accounted for 15% of businesses electricity bills (around £300 million a year) and was set to rise to 30% by 2020.

Further reading and ideas:

Out of Hours, an e-book by Greensense

See more information on office holidays also in the Green Clicks Tool

Source(s):
Energy saving advice for businesses over Christmas, Carbon Trust
http://greensense.com.au/2015/12/02/infographic-building-holiday/

Richard Rugg, Carbon Trust:

"We all know that Christmas can be an expensive time of year, but for businesses the seasonal break actually provides a great opportunity to reduce energy bills. By simply switching off equipment that will not be needed, such as lights, office equipment or reducing heating levels, organisations could make significant savings as well as cutting their carbon emissions."

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