



Energy Saving Tips



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TIP OF THE WEEK

HOLIDAY SEASON

Holiday season, green celebrations

1. After a Low Carbon Christmas Party, get ready for a green office holiday! **Share responsibilities among colleagues** for switching off kitchen and office equipment.
2. **Turn off non-essential equipment**, make sure they are not left on standby.
3. **Don't forget the kitchen!** Fridges (if empty), kettles and microwaves can all be unplugged over the holidays.
4. **Switch off vending machines and water coolers** too.
5. **Switch off all the lights**, normal and festive lights too – they both consume a considerable amount of energy!
6. **Reduce the number of festive lights** you use and consider LED lights, or solar lights which use less energy and last longer.
7. If there is no staff in the office over the holidays, **turn the heating down**, but do not go under 15 Celsius.
8. **Make energy saving the New Year's resolution of your office!**

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PICTURE TO THE FRONT PAGE**





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Holiday season, green celebrations

Save energy over the holidays

By switching off computers and lights, and keeping heating to a minimum in the empty office, we can save a considerable amount of energy and reduce gas and electricity bills during the Christmas break – or any other holidays!

1. Organise a meeting before the holidays and make sure to **share responsibilities among colleagues for switching off kitchen and office equipment.**
2. **Turn off non-essential equipment.** Make sure all computers, monitors, photocopiers, printers and non-essential equipment is turned off and nothing is left on standby. Divert fax machines so only one machine is left on over the holidays.
3. **Don't forget the kitchen!** Unplug the kettles and microwaves over Christmas, and turn down the temperature dial in the fridge too (you can also unplug the fridge if you manage to empty it before the holidays).
4. **Switch off vending machines and water coolers.** The energy costs of a typical vending machine can be around €140 per year, if you leave it on continuously.
5. **Switch off all the lights, normal and festive lights too!** Christmas lighting and normal lighting both consume a considerable amount of energy. Lighting an average small office overnight wastes enough energy to heat water for 1,000 cups of coffee. Turn off all non-essential lighting, e.g. lights on your desk, in the rooms, and other spaces, and switch off any display lights that don't need to be on.
6. Turn off any Christmas lights decorations, not only to save energy, but also to prevent fires. **Reduce the number of Christmas lights you use and consider LED lights, or solar lights** which use less energy and last longer.
7. **If there is no staff in the office over the holidays, turn the heating down**, but make sure you do not go under 15 Celsius, so reheating the building does not require too much energy. Heating accounts for 20-40% of energy costs in a typical office, so savings can be quite considerable.
8. **Don't waste water.** Make sure that there are no dripping taps before you leave for the holidays.
9. **Close all windows and doors** to keep the heat inside.
10. **If some employees need to work over Christmas, let them work from home if possible.** They can be closer to their families while saving energy in the office!
11. **Make energy saving the New Year's resolution of your office!**





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Top tips for champions

Tips for a low carbon office Christmas

- **LED lights for decoration** - LED lights last longer and use far less energy than incandescent ones. But still switch them off when no one is in the office.
- **Low carbon christmas tree** - The carbon footprint of an artificial tree is smaller than a real one's, but only if we use it for a minimum of 10 years! Both real and artificial trees need to be properly recycled.
- **Decorate the Christmas tree with edible ornaments** (candies, gingerbread, strings of popcorn and dried fruits). Do not use real candles on the tree, they can cause fire.
- Christmas party in the office - **Lower the carbon footprint of your celebrations by avoiding food waste.** Shop local, plan the amount of food you will need, buy just enough, save and share leftovers and compost the rest. (See more on organizing a green Christmas party in the „Further readings and ideas“ section below.)
- If you have the tradition of giving each other small gifts, **try to avoid giving unwanted presents** that will end up in the dustbin.
- Make sure you **recycle wrapping paper and greeting cards.**

You can also...

If you don't want to accidentally leave your lights on, **use an automatic timer indoors and outdoors too.**

Did you know?

The Carbon Trust estimates that **UK businesses lose around £9 million over the festive period** by failing to turn lights and equipment off.

Further reading and ideas:

How much energy did your office use on Christmas Day?

15 office energy saving tips to give your building a holiday this Christmas – Infographic

Green Office party tips for the holiday season

Sustainable Christmas Checklist for Businesses

Source(s):

<https://www.carbontrust.com/news/2012/12/energy-saving-advice-for-businesses-over-christmas>

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