

ENERGY SAVINGS Hints & Tips



Simple and Effective Energy Reduction Actions:

Lighting

Switch off lights in unoccupied rooms. If allowed, label the switches with “turn off this light” stickers, and by labeling switches it becomes clear which lights can be switched off on sunny days or when no-one is working in that area and also get everyone into the habit of switching off when they leave.

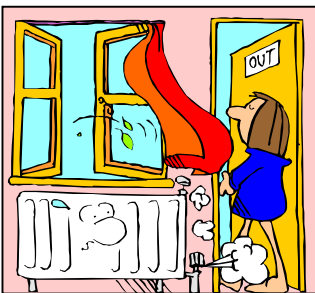


Many offices have the blinds shut all day because of early morning glare. If you can, open the blinds, let the natural light in and switch off the lights.

Check to see if outside lights are coming on when they are required to and also at the appropriate time for the type of building that they are attached to. If it is believed they are not then report the observation to the appropriate Aspire helpdesk.

Heating

Ensure any radiators or grills are not obstructed by any equipment or furniture, etc. as not only is this a hazard it also stops the heating system functioning correctly.



Don't leave windows and doors open unnecessarily, shut outside doors properly to reduce draughts and also shut doors to unheated or cooler areas of the building.

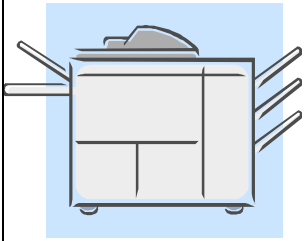
If your room is too warm, try turning the radiators down before opening a window.

Appliances

Enable automatic power saving features on IT equipment. Remember ‘Screen Savers’ don't save energy. Instead, set your PC to automatically put the monitor into standby when you're unexpectedly away from your desk.



Label equipment and switches so that it is clear how to switch something on and off when required. Switch off printers, photocopiers and shredders at night and weekends.



Set your printers and photocopiers to use double sided printing to halve your paper costs, thereby reducing waste and saving energy.

Ensure that ovens are not switched on and preheated for excessive periods.



Don't leave the fridge door open for longer than you need to and never put hot food in a fridge or freezer, let it cool first.

When using a dishwasher ensure that there is a full load before putting it on and use the economy programmes whenever possible.



Turn off water heaters if being left unused for more than three days. Remember that the heater must be allowed to come to optimum temperature after being switched on before being used again.

Water

In the kitchen ensure that water taps are not left running into kitchen sinks.

If a urinal is constantly running or the overflows are dripping report it to the Aspire helpdesk to rectify the situation.

Get dripping taps fixed; just one could be wasting up to 1460 litres of water a year.

