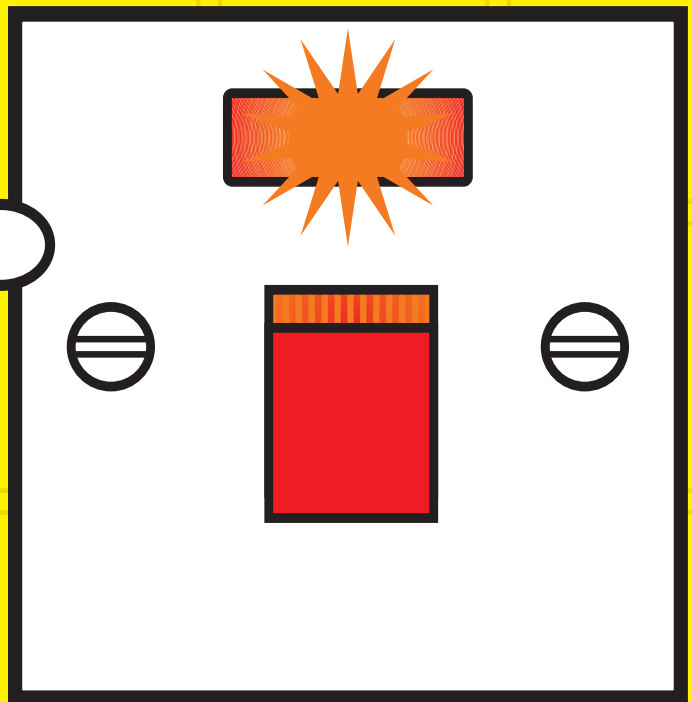


***NOT*** ANOTHER  
WEEKEND ALONE!!



Does saving energy turn you off?

  
CARBON  
TRUST

Making business sense  
of climate change

**DON'T** TURN ME ON  
AND THEN JUST  
LEAVE MEEE!!

## Switch Off

Just turning off lights when leaving a room or corridor and when you leave at the end of the day can reduce lighting costs by 15% - it's the easiest way to save energy.

### Myth:

*Turning fluorescent lights on and off uses more energy than leaving them on.*

### Truth:

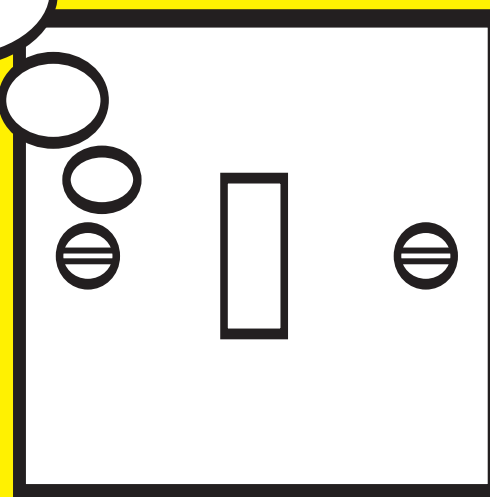
*A fluorescent tube uses 500 times more energy if left on for 15 minutes than the energy required to restart it!*

### Fact:

*Energy saving light bulbs use only a quarter of the energy of normal light bulbs and last up to eight times longer.*

## Daylight

Most people prefer to work in natural light. Can your workspace be organised better to make better use of natural light? If you have horizontal blinds you can use them to direct sunlight onto the ceiling which will make the room brighter, reduce glare and help to prevent the room from over heating on warm or sunny days.



## Task lighting

Lighting just the working area to a high level, instead of the whole room, is called task lighting. It can provide a more comfortable working environment, for instance, by reducing glare on computer screens. Task lighting can also help minimise lighting costs if lower-level background lighting is provided for the rest of the work area, so the whole area is not fully lit.

## Report problems

When you spot a problem that is reducing lighting efficiency, tell whoever is responsible for managing the facilities. For example:

- a flickering light uses electricity just to irritate you and your colleagues
- dirty light fittings can look unpleasant but they also reduce the amount of light over time and can make the place feel dingy



I OPENED UP  
TO YOU AND  
THEN YOU  
**WALKED  
AWAY!!**

## Take control

Comfort and energy efficiency often go hand in hand, particularly when it comes to heating.

Find out how to use the thermostats - or at least find out who can.

Set the thermostat to a temperature comfortable and appropriate to the season - if you and colleagues are wearing short sleeves and summer clothing at work in the depths of winter, there is a problem!

Temperatures between 19-20°C should be comfortable in appropriate clothing. In many companies, thermostats are set much higher than this.

### *Myth:*

*When it is cold outside, setting the thermostat to a higher temperature heats up the area quicker.*

### *Truth:*

*The area heats at the same speed, but overshoots and becomes too hot.*

### *Fact:*

*Every 1°C reduced on the thermostat, could save your company between 8 and 10% of their energy costs.*

## Extra heaters

Extra heaters mean extra energy use. They often overheat the room and get switched off until things are too cold again in an uncomfortable cycle of temperature peaks and troughs. A correctly set main heating system is far more comfortable and efficient.

## Windows

Close the windows when the room is being heated. Don't be tempted to open windows and doors if it gets too warm - instead turn the thermostats down slightly (not fully or you will be too cold) or ask for this to be done.

## Obstructed radiators

Don't put furniture in front of radiators because it gets warm and you don't.

YOU'RE NOT THE ONLY  
ONE THAT LIKES TO  
**SWITCH OFF!**

## Turn it off

Turn off computers, monitors, photocopiers and printers at the end of the working day. Switching off unnecessary equipment also helps you to stay cool by reducing the amount of heat they produce, making the office more comfortable for everyone.

## Standby features

The energy used by computers, photocopiers, printers and fax machines can be reduced by 50% or more by taking advantage of, and activating, built-in energy saving (standby) features - check with your IT people about this.

## Screensavers

Use energy saving software and switch the monitor off when leaving your desk.

### *Myth:*

*Screensavers save energy*

### *Truth:*

*Screensavers prevent the last image "burning" onto your screen - complicated screensavers can actually use more energy!*

### *Fact:*

*The running costs of a PC and monitor can be reduced from £63 a year to just £6.*



## Step up

Don't leave it all to management - by taking the initiative you can gain greater control of the environment you work in. Savings from energy efficiency could make a big difference to your company - up to 15% of energy costs. Explain this to your management. The Carbon Trust can give you lots of advice to reduce your energy bill.

Where do your colleagues think energy is being wasted? Collect ideas and suggestions and discuss these with your manager. Many companies have set up incentive schemes to encourage their staff to take part. These include using some of the savings to pay for staff facilities, an outing, or to support a local charity.

# Why you should be more turned on by turning things off

## Comfort

For example, work places that get too warm, have irritatingly flickering lights or make poor use of daylight are unlikely to be energy efficient.

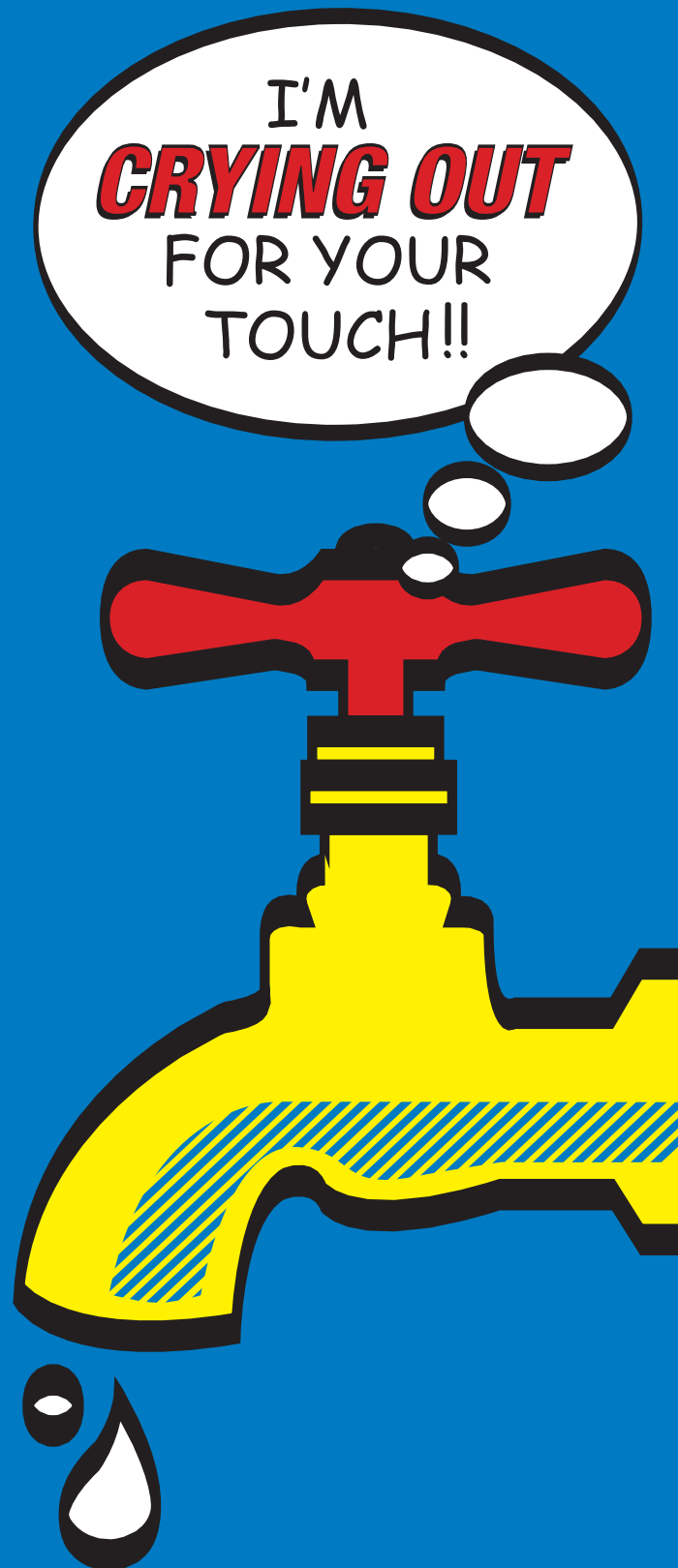
## Job security

Companies that become more energy efficient can become more competitive, providing you with more job security. In fact, more and more companies are realising it's easier to increase profitability by reducing energy costs than by increasing sales and turnover.

## Fighting climate change

The Carbon Trust helps combat climate change, which is one of the greatest environmental threats we face. Using energy leads to carbon emissions which are responsible for climate change. Unbelievably, even a small office emits 3-5 tonnes of carbon emissions a year, just through lighting, heating and office equipment. Using energy more efficiently now will help protect the environment now and for our children in the future.

The little things you say and do make all the difference. Energy saving is easy. Take a look around you - is there anything on at the moment that is not needed? Taking action can be as easy as switching off a light or reporting a dripping tap. Make thinking energy efficiency part of your daily work routine and it can really make a difference.

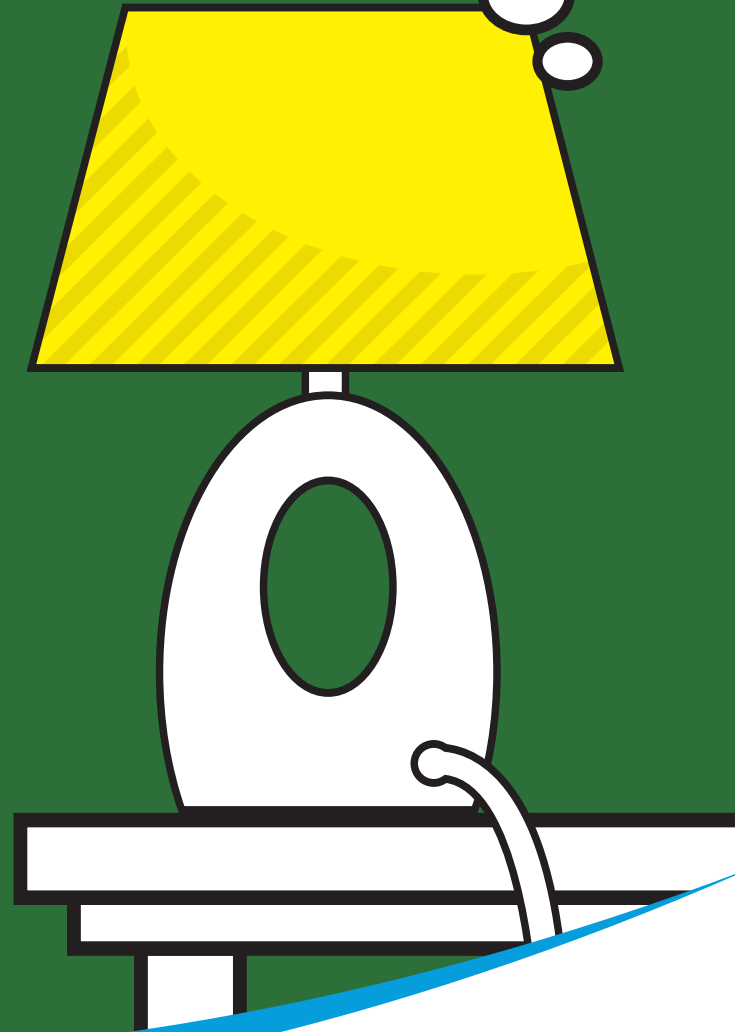


SOMETIMES  
**I WISH** YOU'D LEAVE  
ME IN THE DARK

Embrace energy efficiency habits at home too. Mending dripping taps, turning off unnecessary lights and closing windows when the heating is on, for example, will all save you money. Here are a few other tips:

- **Lights** - replace normal light bulbs with 'energy-saving' compact fluorescent bulbs. These plug into standard sockets just like a normal bulb.
- **Washing machine** - wash only full loads, spin washing at highest spin cycle and reduce washing temperatures. Clean the clothes dryer's lint trap after each use.
- **Fridges** - defrost food in the fridge, not under running taps as this will save energy and water and ensure more nutrients are kept within the food.
- **Electrical equipment** - turn off lights, TVs, radios, computers and other equipment when it's not being used. 85% of the electricity your video uses is consumed while it is in standby mode.

For further information on how to save energy in your home, please visit the Energy Saving Trust online at [www.est.org.uk/myhome](http://www.est.org.uk/myhome)



**The Carbon Trust 0800 085 2005**  
[www.thecarbontrust.co.uk/energy](http://www.thecarbontrust.co.uk/energy)



**The Carbon Trust helps businesses and public sector organisations cut their energy costs to combat climate change through the provision of free, professional advice and assistance.**

**We've got many more tips that apply specifically to your business, and will help you save energy and money. So give our Helpline a call today.**

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Ref: PFL174 v2