



## Top 10 Tips - Workplace - SME

- Small & Medium Enterprises cannot afford the services of a full time energy manager, yet they see their bills increasing substantially every year.
- Increased energy costs go straight tot the “bottom line”. A company spending € 15,000 a year on electricity has its costs increase by €3,000 p.a. For a company operating on a tight 20% margin they must increase their income by €15,000, (equal to their original annual electricity cost) just to maintain the same profit as last year.
- It is important to enlist the support of your staff and possibly your customers in the effort to save energy

Here are some ways we can SAVE energy, CO<sub>2</sub> emissions and MONEY.

No.	Action	Savings	Energy
1	<b>Insulate your building fabric</b> The simplest and quickest way to reduce your energy costs, increase occupant comfort and possibly productivity.	25%	Heating
2	<b>Check you timers–</b> Many businesses work late hours and sometimes 6 days a week. Because of this the building is often heating “on demand” and the heating is left on every weekend including all day Sunday.	20%	Heating
3	<b>Heating System Control –</b> Use time & temperature control Thermostats set no higher than 20° C. Reduce by 1° C Install Thermostatic Radiator Valves	15%	Heating
4	<b>Hot Water System Efficiency –</b> For many small businesses an under sink electric water heater is more efficient than a separate HW cylinder. Ensure these are not left on.	20%	Heating
5	<b>Hot &amp; Cold Water</b> It is common to see a hot water boiler in a canteen that is switched on constantly. This is an expensive waste. Turn it off when not required. Cold and hot drinks vending machines cost €500- €1,000 p.a. on electricity. DO you really need one? Careful where you site it, not near hot radiators etc.	€ 250 p.a. +	Heating & Electricity
6	<b>Lighten up</b> 40% of electricity load in most buildings is lighting. This is particularly true in office buildings. It is common to see rooms lit with excellent day light available. Install photocells and or presence detectors to reduce unnecessary lighting. More efficient lamps can save over 50%	15%	Electricity
7	<b>PC &amp; Office Equipment</b> A PC left on after 5 pm and weekends can cast €100 p.a. in excess electricity A Photocopier left on can cost €250 p.a. A fax machine left on can cost €50 p.a. Count your office machines and see how much your wasting	€400	Electricity
8	<b>Check Air-conditioning Set Temperatures</b> Heating set points should not be above 21 °C Cooling set point should not be below 24° C Many systems are the wrong way round, so the AC never switches off	20%	Electricity
9	<b>Check your Usage</b> Many mangers know how much they spend on energy but they don’t know how much energy they use. Get to know your energy use, spot irregular use, and compare your use to industry benchmarks for efficiency	20%	Electricity
10	<b>Energy Efficiency involves everybody</b> The person responsible for energy use is the energy user. That applies at work and at home. Encourage staff to provide suggestions to reduce energy	10%	Heating & Electricity