Busnes | Business Cymru | Wales

Llywodraeth Cymru Welsh Government

GUIDANCE, DOCUMENT

Top Tips for Improving Your Resource Efficiency - Energy

Energy Efficient

First published: 18 October 2024

Last updated: 18 October 2024

This document was downloaded from BUSINESS.WALES and may not be the latest version.

Go to **https://businesswales.gov.wales/documents/top-tips-improving-your-resource-efficiency-energy** for the latest version.

Get **information on copyright**

Many energy saving measures can be implemented at a low or even no cost and can reduce energy costs by up to 20 per cent. Below are some simple tips you can take to help you save energy.

- Simple steps can be taken to reduce your energy costs.
    - Are staff engaged – do they switch off equipment at night and when it is not in use?
    - Are motion sensors or timers installed in areas that are used intermittently?
    - Have you installed low-energy light bulbs?
    - Are you heating areas that are not in use?
- Ensure staff know how heating and cooling systems work and are familiar with any built-in energy efficient functions.
- By reducing the temperature of a room by 1?C you can reduce your heating bill by as much as 10 per cent. If your heating levels are set too high or cooling levels too low, you could be using more energy than necessary. Central heating thermostats should be set between 18? and 21?C, and air conditioning should be set to come on when temperatures exceed 24?C.
- Timers and thermostats should be used to control heating and cooling systems, to warm offices just before staff arrive and shut off when the desired temperature is reached
- Ensure windows and doors are closed when heating or air-conditioning is on. Encourage staff to close blinds and curtains to prevent excess warmth from the sun or heat loss in rooms
- Turn off heating and cooling in empty rooms. Only use these systems when people are in the room
- Energy used in lighting can account for up to half the electricity bill for an office. Labelling or colour-coding switches is an excellent way of promoting a ‘switch-off’ culture among employees. A simple system is: red = don’t turn it off, orange = named staff can turn it off when not in use, and green = anyone can turn it off when not in use

This document was downloaded from BUSINESS.WALES and may not be the latest version.

Go to **https://businesswales.gov.wales/documents/top-tips-improving-your-resource-efficiency-energy** for the latest version.

Get **information on copyright**

- Check with your electricity provider to ensure you are on the correct tariff. Comparing actual meter readings with readings on your bill (which may be estimates) can highlight discrepancies and overcharges
- Measuring energy use is the first step to controlling it. Calculating your baseline costs for fuel and electricity will help you to set targets and identify areas that need urgent attention
- When refurbishing, consider installing double or triple-glazed windows. Poor draft-proofing and insulation in walls, roofs or pipes and can allow energy to escape. Replace or upgrade these where necessary
- Ensure that fans, pumps and central plants, such as cooling towers, boilers and chillers do not operate when buildings are unoccupied, except where necessary
- Ensure appliances have an EU energy rating of A or higher
- Use natural light wherever possible, keep windows clean and encourage staff to open blinds rather than turn lights on
- Clean diffusers regularly. Dirty diffusers can reduce light output by 50 per cent
- Make sure lights can be switched of manually and consider installing daylight sensors or motion detectors to control when lights switch on and off
- Carbon Trust helps businesses to cut carbon emissions. Visit their website at www.carbontrust.co.uk

This document may not be fully accessible.

For more information refer to our **accessibility statement**.

This document was downloaded from BUSINESS.WALES and may not be the latest version.

Go to **https://businesswales.gov.wales/documents/top-tips-improving-your-resource-efficiency-energy** for the latest version.

Get **information on copyright**