# Energy quick wins checklist

Use the checklist below to help implement quick wins that will help in reducing your energy usage and make your business more resource efficient. These measures below can be easily implemented and have a significant impact on energy reduction, as well as having a cost-benefit.

**Energy management**

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|  | Implement staff training and awareness on energy efficiency |
|  | Review business policies. Can energy management initiatives be made a key priority? |
|  | Implement automated meter readings, or develop meter reading schedule |
|  | Staff guidance posters on energy efficiency in communal areas |

**Lighting**

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|  | Replace bulbs with energy efficient LEDs |
|  | Review lighting within workspace, are there areas that are under or over-lit? |
|  | Install motion sensors on lighting in communal areas |
|  | Consider the natural light. Are you making the most use of natural daylight? |
|  | Examine the light fittings and ensure they are clean, may be reducing light |
|  | Check exterior lighting – is it controlled by timers or sensors? |
|  | Utilise posters and labels to encourage staff to switch off lights |

**Building fabric**

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|  | Draught-proof windows and doors |
|  | Ensure building is fully insulated (roof, walls, floors) and meets or exceeds building standards |
|  | Inspect for dampness, could be a sign of poor energy efficiency |
|  | Install automatic close onto all doors |
|  | Capitalise on solar gain to efficiently heat spaces |
|  | Install roller doors to outdoor load areas to reduce heat loss and minimise time doors are open |

**HVAC**

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|  | Ensure HVAC systems are regularly maintained. |
|  | Insulate all pipes |
|  | Ensure that radiators and fan units are not obstructed |
|  | Set appropriate heating temperatures and routinely check thermostats |
|  | Review schedules and set timers in line with occupancy and are not heating an empty space |
|  | Localise ventilation to areas that require it |

**Processes and machinery**

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|  | Ensure motors are correctly sized |
|  | Utilise variable speed drives |
|  | Regularly maintain motors |
|  | Check for leaks throughout the system regularly |
|  | Use low pressure blowers in favour of compressed air if possible |
|  | Monitor energy use on cooling systems |

**Equipment**

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|  | Check IT equipment – is it as efficient as possible? |
|  | Switch off equipment when not in use |
|  | Ensure office equipment is properly maintained and cleaned regularly (e.g. fridges, microwaves) |