

# Save energy and money

Just a few small actions can have a big impact on reducing your energy costs

## Heating

Get your heaters and boilers serviced - poorly maintained appliances can increase running costs by up to 30%

On your thermostat, set a 'dead band' of 5°C between heating and cooling

## Lighting

Installing high frequency fluorescent lighting can reduce electricity consumption by up to 25%

Try using 'task lighting' to light just the working areas

## Around the office

Switching off computers at night and on weekends can save up to 75% on energy use a year

Place photocopiers in a naturally well-ventilated area

## Use your bills and meters to lower costs

Check your meters or bills for unexpected spikes in use. This could highlight equipment faults or a change in working methods

Try to minimise energy use during peak rate periods – or switch your tariff

## Take responsibility

Nominate someone to implement energy efficiency actions in your business

Set deadlines, and reward energy saving efforts

