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IF YOU CAN'T MEASURE IT, YOU CAN'T MANAGE IT

If you don't know what your baseline energy consumption is, get in touch with your building manager.

THREE EASY STEPS TO REDUCE ENERGY

As part of our Net Zero Carbon commitment, we have set building specific energy reduction targets. We are making changes to the landlord areas but we can't achieve this alone. Here is what you can do.

Here are useful links for further guidance

[Carbon Trust office energy efficiency guide](#)

[Energy Saving Trust energy efficiency in the workplace](#)

[Better Buildings Partnership energy management](#)

2



TAKE CONTROL OF YOUR HEATING AND COOLING!

Adjust temperature in your office, meeting rooms and server room. Industry guidelines suggest 21-23°C during winter and 22-24°C in summer.



Doing an office refresh?

- Use energy efficient LEDs, with occupancy and daylight sensors.
- Add more meters to get a better idea of where you are consuming your energy.
- Select energy efficient and A rated appliances with appropriate energy rating labels such as Energy Saving Trust Recommended, Ecolabel or sustainability certification for IT products e.g. Energy Star and TCO labels.
- Consider cloud-based server solutions.



Down 1°C in winter



Up 1°C in summer

Switch off the lights, heating and cooling in infrequently used meeting rooms.



Stop energy thieves

Review standby settings for kitchen and IT appliances and devices such as coffee machines, printers, monitors and TV screens to ensure they shut down when not in use.

For any improvements to the space liaise with the building manager to help you.

3



LET'S CHANGE!

Encourage positive behaviour change and more energy efficient office space through townhalls, green forums, all staff emails, pop up events, meeting announcements and rewards!

WHAT'S IN IT FOR YOU?



A smaller carbon footprint of your office which leads to reduced energy bills!