

ENERGY SAVING CHECK LIST FOR LIGHTING

Are the light fittings cleaned regularly?	Yes	No
Are work stations close to windows to maximize natural lighting?	Yes	No
Is the amount of outside light maximized by pruning trees/shrubs and effectively using blinds/curtains?	Yes	No
Are energy efficient compact fluorescent lights used wherever appropriate?	Yes	No
Are lights switched off in areas where they are not needed?	Yes	No
Is there a system in place by which all lights are switched off at the end of the day?	Yes	No
Is task lighting used to directly illuminate work areas?	Yes	No
Are burnt out lights being checked for function and efficiency?	Yes	No
Is security lighting being checked for function and efficiency?	Yes	No
Are dimmer switches or sensor lights used throughout the building?	Yes	No
Is there a light switch system in place which gives control over where and how lights are utilized?	Yes	No
Do you have light switch reminder stickers in place to remind staff to switch off unused lighting?	Yes	No
Does the lighting match the work requirements?	Yes	No
Do the fluorescent lights have electronic ballasts installed?	Yes	No
Have staff been made aware of the importance of saving energy?	Yes	No

ENERGY SAVING CHECKLIST FOR OFFICE EQUIPMENT AND APPLIANCES

Are copiers/printers turned off when not required?

Is the Energy Star function enabled on office equipment?

Is the hibernation function used in preference to screen savers?

Are computer monitors being turned off when not in use for more than 10 minutes?

Is multi-functional equipment being used where appropriate?

Are other office appliances being used efficiently and are they turned off at night/weekends?

When buying new equipment is energy efficiency considered?

Is the copier being used for appropriate amount of copying required?

Have you considered using laptop/flat screen monitors instead of desktop monitors?

Have you considered using ink-jet printers instead of laser printers wherever possible?

Is email being used instead of faxing/printing wherever possible?

If there is only a few staff is an electric kettle being used instead of a continuously boiling urn?

Has staff been made aware of the importance of saving energy?

Is green gas/electricity purchased?

ENERGY SAVING CHECKLIST FOR HVAC

Are heating/cooling systems turned off when staff and customers are not present? (eg nights)

Is the temperature set correctly? (ie 18-20 aμC in winter and 25-27 aμC in summer)

Are drafts minimized to maintain heat/cool?

Are shades, awnings or blinds used to help insulate windows and minimize solar gain?

Are the walls and ceiling insulated?

Are fans being used to substitute for air conditioners where appropriate?

Does the type of heating/cooling system suit the size and usage of the business?

Is the use of personal heating devices by staff minimized?

Are lobbies, passageways, and storage areas being heated/cooled only when/where necessary?

When purchasing new systems/appliances, is energy efficiency taken into consideration?

Have staff been made aware of the importance of saving energy?

STAFF QUESTIONNAIRE

1. How do you get to and from work? E.g train, tram, car, bike etc
2. How far is your trip to work?
3. How many days per week (avg.) do you work?
6. When you come in, what appliances do you switch on? e.g lights, computers, fax machines, air conditioners, fans etc
7. When you leave, what appliances are left on and why?
8. Are there appliances that are used on a seasonal basis? If so, please specify in as much detail as possible (e.g. what is it, why do you use it, size of appliance, make/brand, hours of use etc)
9. Are there appliances used that you can't directly control?
10. If you can't directly control an appliance, do you have a contact for someone who does? E.g. can you contact the building manager and get them to change the temperature of heating and/or cooling?
11. Do you ever feel that the office is too hot or too cold? If yes, please detail when this is the case and indicate what you usually do to change the temperature
12. How much waste do you produce each week? Please detail what type of waste it is

More generally, how do you feel about emissions, climate change and all that stuff? Do you think it is an issue? Do you want/need to know more about it? Do you wish there was more you could do but not sure how? Do you think you can do anything about it?

For your own privacy, please answer anonymously