ENERGY EFFICIENCY CHECKLIST

1. Are all your lights LEDs and energy efficient? ☐

2. Do you have continuous lighting in rooms that do not need it? Consider switching to motion sensor lights, timed switches and daylight sensors. ☐

3. Do you have an automatic system that turns off lights when leaving guest/meeting rooms? ☐

4. Is outside lighting minimised and/or have automatic turn off sensors been installed? ☐

5. Are staff aware of their responsibility to turn off lights? ☐

6. Are you making maximum use of natural light? Consider relocating workstations to well-lit areas. ☐

7. Have you considered lighter paint colours or reflective paint? ☐

8. Have you considered vertical window blinds, which let in more light than horizontal ones when open or closed? ☐

9. Do you have your heaters or boilers serviced regularly? ☐

10. Are portable heaters being used unnecessarily? ☐

11. Is the heating and air conditioning operating at the same time in the same place? ☐

12. Are hot water tanks, boilers and pipes insulated? ☐

13. Have you installed heating reflectors? ☐

14. Do you have correctly set smart heating controls? Make sure you consider weekends and bank holidays. Set the heating in offices to 19°C and cooling at 24°C or higher. The temperature in corridors, storerooms and areas of higher physical activity can be set lower than 19°C. ☐

15. Is someone responsible for changing the heating times at different times of the year? ☐

16. Are windows left open when the heating is on? ☐

17. Are radiators free from obstructions? Check that employee desks are not too close or too far from radiators and air conditioning. ☐

18. Are at least 75% of all windows energy efficient at a higher standard than the national/local regulation? ☐

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