

13. Reduce the need for air conditioning and lighting by using window blinds to reduce the amount of heat entering the building and to direct strong sunlight up towards the ceiling.
14. Turn off extraction, compression or ventilation units whenever there's nobody in the workplace to benefit from their use.
15. Install insulation where possible. Loft, cavity wall and draught proofing can reduce your heating and air conditioning bills by up to 15%.
16. Installing a timer to turn off heating overnight and at weekends could save up to £350 each year.
17. Ensure the heating thermostat is set no higher than 21°C and avoid positioning your thermostat in draughts, in direct sunlight or near to equipment or machinery that gives off heat as this can result in over or under heated areas.
18. How hot do you need your water? You only need to heat water to 60°C to avoid the risk of Legionnaires' Disease. Any higher might be a waste of energy.



### Transport

19. Use sustainable transport (walking, cycling, or public transport) one day per week and encourage your colleagues to do the same.
20. If you need to use your car to commute to work, why not car share? Register your journey at [www.carsharedevon.com](http://www.carsharedevon.com) to find people who make the same journey as you and are willing to share the costs.
21. Organise meetings at venues that allow all participants to arrive by sustainable transport.



22. Use telephone or web conferencing as often as possible to avoid travelling to unnecessary meetings.
23. Consider working from home occasionally. This removes the need to travel to work completely. Make sure you're saving energy whilst at home by visiting [www.torbay.gov.uk/climatechangehouseholders](http://www.torbay.gov.uk/climatechangehouseholders)

### Organisational

24. Monitor your workplace energy use by reading your utility meters at regular intervals and place 'Energy' as an agenda item for team meetings.
25. Assign somebody to be responsible for switching off lights and appliances at the end of the day - rotate this responsibility between colleagues.

Show your commitment to tackling climate change in Torbay by completing the online Climate Change Pledge at [www.torbay.gov.uk/climatechangepledge](http://www.torbay.gov.uk/climatechangepledge)

For information about the help available to you and your business to save money by improving your energy and resource efficiency visit [www.torbay.gov.uk/climatechangebusinesses](http://www.torbay.gov.uk/climatechangebusinesses)

For more information contact:  
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 or email: [sustainability@torbay.gov.uk](mailto:sustainability@torbay.gov.uk)  
 Environmental Policy, Community Services,  
 Torbay Council, Floor 3 Roebuck House,  
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25  
 simple  
 ways to  
 save  
 money  
 in the  
 workplace  
 and  
 reduce  
 climate  
 change



## 25 simple ways to save money in the workplace and reduce climate change

The rate at which the climate is changing is directly attributable to the activities of humans. The burning of fossil fuels, such as coal and gas, for our electricity, heating and transport requirements emits potent greenhouse gases, in particular carbon dioxide. This warms the Earth by trapping heat from the sun within the atmosphere, a process known as the greenhouse effect.



In Torbay, the average annual temperature will be up to 4°C higher by 2080 than it was in 1990. This will lead to a 50% reduction in summer rainfall and a 20% increase in winter rainfall as well as an increase in sea level of up to 90cm. Storm events will also become more common and intense.

Changes to our climate on this scale will have wide ranging impacts upon food supplies, water resources, coastal defences, transport and communication networks, public health, wildlife, landscape, and the make-up of Torbay's economy.

Forty percent of Torbay's carbon emissions come from the energy needed to power our businesses. If we all make changes in our workplaces to reduce carbon emissions by saving energy we will make a difference.

Whether it's an office, a workshop or a retail outlet, there are many ways you can reduce the amount of energy used in your workplace. Most of these are easy and will not cost



you a penny – in fact they'll save you money on your energy bills!

Saving energy means extra profit or more money which can be reinvested in staff, training or improved facilities.



### Lighting

1. Switch off lights when they're not required and when daylight is adequate. Consider fitting light switches that work through sensing movement, which can prevent lights being left on for longer than is necessary.
2. Save £125 per year by switching off lights at night and weekends.
3. Replace halogen and incandescent lighting with energy saving fluorescent types. They will reduce energy use by up to 80% and can pay for themselves in less than a year.



### Appliances

4. Don't leave PCs on overnight. Switching off one PC and flat panel monitor when not in use can save £100 each year and the same amount of carbon each year that is emitted from driving a car 3,000 miles. That's £1000 for every 10 PCs in your office!
5. Switch off printers, photocopiers and suitable water coolers and vending machines at night and weekends using time switches to save up to £500 a year.
6. Set your printers and photocopiers to use double sided printing to halve your paper costs, reduce waste and save energy.

7. Enable automatic power saving features on IT equipment. 'Screen Savers' don't save energy. Instead, set your PC to automatically put the monitor into standby when you're unexpectedly away from your desk.
8. Label equipment and switches so that it is clear how to switch something on when it is needed
9. Only fill the kettle with the amount of water you need. The kettle will boil faster and you'll be saving about £45 of electricity each year.
10. When replacing appliances try and buy the most energy efficient models. An energy efficient PC and printer will use £200 less electricity each year than an inefficient model. Look for the 'A' rating on kitchen appliances, the 'Energy Star' logo on IT equipment and the 'Energy Saving Recommended' logo - visit [www.eu-energystar.org](http://www.eu-energystar.org) to view approved products.
11. Use electricity-powered tools in preference to compressed air versions as they use one tenth of the energy. Check for leaks in any hoses and repair them immediately.



### Heating, Cooling and Ventilation

12. Air conditioning typically accounts for 30% of the energy used in an office. Only use it when necessary and keep doors and windows closed.