

No and Low Cost Measures



Lighting

- ⇒ Switch off lights if daylight is sufficient
- ⇒ Switch on lights needed only for tasks in hand
- ⇒ Make sure blinds and furniture do not prevent maximum use of daylight
- ⇒ Use only local task lighting if possible
- ⇒ Switch off lights when leaving a room for more than ten minutes or at the end of the day
- ⇒ Use reduced lighting levels for cleaning, night-time and security staff
- ⇒ Switch off exterior security lighting during daylight hours

Office Equipment

- ⇒ Switch off electrical appliances, including computers, printers and photocopiers, when not in use
- ⇒ Do not use high energy consuming equipment during daily maximum demand period for electricity, unless it is essential to meet operational needs

Space Heating

- ⇒ Check that room thermostats are set to temperatures consistent with comfort
- ⇒ Check heating controls (e.g. thermostatic radiator valves) are at the correct setting
- ⇒ Do not use portable electric heaters (except as a last resort)
- ⇒ Do not place obstructions in front of radiators or heaters
- ⇒ Switch off non-automatic extract fans when the room is unoccupied
- ⇒ Report faulty doors closers and window catches and draughtstripping
- ⇒ Report if the room suffers from under- or over-heating



Hot Water

- ⇒ Turn off taps
- ⇒ Check for and report leaking or dripping taps
- ⇒ Report if water temperature from hot taps is excessive
- ⇒ Turn off electric water heaters when they are not required

Cold Water

- ⇒ Turn off taps
- ⇒ Check for and report leaking or dripping taps
- ⇒ Check frequency of urinal flushing
- ⇒ Check for leaks by checking the water meter when water is not being used (e.g. weekends)

Boiler Room Plant

- ⇒ Check that controls are labelled to indicate function, and are set correctly
- ⇒ Check that optimum start/stop controls and weather compensation controls are set and work correctly
- ⇒ Ensure timer switches are set to minimum periods consistent with requirements
- ⇒ Make sure fans and pumps run only when required

Temporary Classrooms

- ⇒ Temporary classrooms can often be high users of energy due to their poor insulation, large areas of glazing and use of electric heating. Has the use of temporary classrooms been minimised where possible and proper replacements planned?
- ⇒ Has heating been switched off when not in use?
- ⇒ Investigate the cost of installing occupancy sensors to the electric heaters, with night setback temperatures



Swimming Pools

- ⇒ Cover swimming pool when not in use (e.g. lunch times, and after hours) to save both water and energy (pool covers on external pools can save 80% of energy costs)
- ⇒ Check the water temperature is correct (not above 27°C)

Other

- ⇒ Recommission optimiser and heating controls
- ⇒ Check that boiler air/fuel ratio is correct (as part of regular maintenance)
- ⇒ Fit boiler sequence controls
- ⇒ Repair leaks on distribution mains
- ⇒ Reduce use of supplementary electric heaters
- ⇒ Install, repair or replace thermostats
- ⇒ Insulate domestic hot water cylinders
- ⇒ Provide additional heating controls for individual heaters
- ⇒ Reset domestic hot water thermostats and time switches and make them tamperproof
- ⇒ Fit reflective foil behind radiators
- ⇒ Replace tungsten lighting with compact fluorescent lamps

Notes