# Quick Guide to Energy Savings

## Introduction

Improving energy efficiency does not always require major investment. Many businesses can reduce energy use, lower operating costs, and cut carbon emissions through practical changes to day-to-day operations and staff behaviour. The quick-win actions below can often deliver measurable savings within weeks while helping to build momentum for longer-term sustainability improvements.

### Key Quick Wins

#### Lighting: Switch to LEDs

- Replace fluorescent, halogen, and incandescent lamps with LED alternatives.
- LEDs use up to 80% less energy and have a significantly longer lifespan.

#### Heating and Cooling: Optimise Settings and Schedules

- Reduce thermostat settings by 1°C where practical.
- Ensure heating and cooling systems operate only when areas are occupied.
- Maintain HVAC systems regularly to improve efficiency.

#### Equipment: Eliminate Standby Energy Use

- Switch off computers, monitors, printers, and appliances when not in use.
- Use smart plugs or timers to manage out-of-hours energy use.

#### Controls: Review Timers, Sensors and Occupancy Settings

- Check heating, cooling, and lighting timers are correctly programmed.
- Install occupancy sensors in low-use areas such as meeting rooms, toilets, and storage spaces.

#### People: Engage Employees in Energy Saving

- Launch a simple "Switch Off" campaign.
- Encourage staff to turn off lights and equipment when not required.
- Appoint Energy Champions to promote good energy management practices.

#### Monitoring: Track Energy Use and Progress

- Review utility bills each month to understand trends and spot changes.
- Use smart meter data to identify unusual consumption patterns or avoidable peaks.
- Track progress against agreed energy reduction targets.

#### Building Fabric: Improve Basic Efficiency

- Seal draughts around windows and doors.
- Ensure radiators, vents, and air-conditioning units are unobstructed.
- Maximise natural daylight and minimise unnecessary artificial lighting.

## Typical Benefits

Businesses that implement these quick-win measures can often achieve the following benefits:

- ***5-15% reduction in overall energy consumption***
- ***Lower operational costs and reduced exposure to rising energy prices***
- ***Reduced carbon emissions and environmental impact***
- ***Improved employee awareness and engagement***
- ***Stronger foundations for future sustainability projects***

## Quick-Win Checklist

| Action | Cost | Potential Impact |
|---|---|---|
| **Replace lighting with LEDs** | Low-Medium | Very High |
| **Adjust heating settings by 1°C** | No Cost | High |
| **Install occupancy sensors** | Low | Medium-High |
| **Enable equipment power-saving modes** | No Cost | Medium |
| **Introduce a switch-off campaign** | No Cost | Medium |
| **Review energy bills monthly** | No Cost | Medium |
| **Fix draughts and air leaks** | Low | Medium |
| **Turn off equipment overnight** | No Cost | High |

## Final Takeaway

The quickest route to better energy efficiency is to reduce the energy the business does not need to use. Most businesses can achieve meaningful savings through good housekeeping, smarter controls, employee engagement, and regular monitoring before committing to larger capital investments.

Start small, measure results, build confidence, and use the savings to support future sustainability improvements.