



Six steps to Saving Energy

What to do and when,
your six step action plan.

e.on



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Six step action plan

Our six step action plan is designed to help you manage the process of making your business more energy efficient – saving you money. Broken down into manageable areas it takes you through a cycle, which will really help you to make a difference.

Behaviour

Changing the culture of your business and educating colleagues to think about saving energy.

Establish

Measuring the energy your business uses.

Compare

Look back at your records, and look at other businesses to see how your energy usage compares.

Identify

Find the areas of waste and target them to make real savings.

Plan

Develop a businesses strategy for saving energy now and in the future.

Monitor

Continue to watch over the process, constantly monitoring energy usage and identifying more ways to save energy and money.



Step 1

Behaviour

We know that the biggest hurdle to overcome is not the desire for businesses to become greener, but getting the whole business to share this vision.

That means buy-in from the top, to the bottom of your business.

Our own research revealed that only a minority of businesses (14%) currently invest in the training of staff to change their behaviour towards energy consumption.*



So your first goal, with full backing from the top, is to appoint an Energy Champion who will take time to understand where energy is being used around the business and then collect the opinions and behaviour of other employees.

Visit our website for more information
eonenergy.com/energyefficiency

*Source: Study conducted by ICM Research on behalf of E.ON, April 2008.



Step 2

Establish

Measure how much energy your organisation is currently using. Estimated energy bills and infrequent monitoring of both expenditure and actual usage means you could find it difficult to account for how your energy is being used and how much it costs.

A vital step towards reducing energy costs and increasing efficiency is to keep a close eye on how much you're actually using. To help gain control of the situation you should:

- See what past information is available by reviewing energy bills and analysing the data month on month or year on year.
- Make an inventory of all equipment around your business that uses large amounts of energy. Ensure you know when the equipment is likely to be in use, and what the energy rating is. Carry out spot checks to make sure equipment is not being used unnecessarily.
- Walk around the building to assess when and where energy is used. Investigate energy usage outside normal working hours, when cleaning for example.
- Speak to colleagues about energy wastage – they might have identified areas of high usage or particular wastage but not known what to do about it.
- Our **Business EnergyManager** package will help you to monitor your electricity consumption with an energy monitor and bespoke software. To find out if you're eligible visit: eonenergy.com/energymanager



Step 3

Compare

Use your current energy use as a benchmark. Start by taking a meter reading and another one a week later before you start with any energy saving initiatives. Where possible this should be an average week and not one where production or opening hours are more or less than usual. Then, as you continue through the other steps you'll have a usage figure to benchmark against - this way you'll really see the difference you're making. Keep taking regular readings and recording them so you can plot your usage over time.

Why not ask other businesses in your area about their energy usage and share ideas - try and form a community where you can share information with each other.

Don't forget - if you're collecting meter readings, if you supply them to us each month we'll be able to use them to send you an accurate bill. You can do it all online, to register visit

→ eonenergy.com/businessregister



Step 4

Identify

At the same time as monitoring and comparing your energy usage, it's worth trying to identify where savings can be made. This can range from a simple identification of waste to a detailed investigation into 'best practice' technologies.

Examples of activities might be:

- Walking through the buildings at different times, particularly during 'quiet periods' and out of hours, and spotting where things can be turned off.
- Keeping an eye on seasonal changes and the setting of heating, lighting and air conditioning systems.
- Briefing out of hours staff (e.g. security and cleaning staff) to switch equipment off when they leave the building/carry out security checks.
- Identify equipment which uses the most energy and then techniques that could help reduce this amount.

Our Getting to grips with Saving Energy guide and Energy Audit worksheets will help with this.

Visit eonenergy.com/energyefficiency to download them.



Step 5

Plan

Work out an action plan to make the company more energy efficient and competitive. When you know what energy you're using, where you're using it and how it can be saved. You're in a position to develop a strategy to cut energy use.

Key steps should be:

- Draw up a hierarchy of activities – starting with no cost/low cost actions, then medium-term modifications and finally long-term investments.
- Obtain the interest and commitment of others in drawing up your list of priorities. For it to work, everybody within the business must take ownership of the plan – you can't do it on your own!
- Set out a timetable of tasks and targets and say who will be responsible for them.
- Communicate what you're doing and what your goals for success are. This will help to raise awareness and engage colleagues.



Step 6

Monitor

Keep your control system under constant review. For energy efficiency to be an ongoing, living thing, planned actions need to be tracked, followed-up and eventually evaluated.

The evaluation should be fed back to management and all staff who have been involved in the process, making them aware of how and where progress is being made.

Going full circle, and back to the early steps of comparison, identification, planning, implementation and so on, makes the steps a virtuous circle of energy efficiency improvement.



With these simple steps you really can make a difference, and the results might be surprising. Get on board and be an Energy Champion.

Now it's over to you.



For more information on recycling visit [recyclenow.com](https://www.recyclenow.com)

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