



6 steps to
a more energy
efficient business
→ **Action plan**

**Helping you get energy fit.
We're on it.**

e-on

6 steps

to start saving energy and money

- 1 Establish** how much energy your business currently uses
- 2 Compare** future readings to track your usage
- 3 Identify** the areas of waste and target them
- 4 Plan** a strategy for saving energy now and in the future
- 5 Change behaviour** and the culture within your business by helping your colleagues to save energy
- 6 Monitor** and continually review the process.

Work through the steps in this plan to improve the energy efficiency of your business.

We recommend that you save this document to your desktop/hard drive so that changes can be saved as you go along.





1 Establish

How much energy is your business currently using?

Enter your latest energy readings into the boxes provided below. A week later (or whatever time period suits you best), enter the next readings and calculate your usage over this period of time.

Current reading

Date	Electricity reading 1 (e.g. day)	Usage	Electricity reading 2 (e.g. night)	Usage	Gas	Usage
D D M M Y Y						
D D M M Y Y						

2 Compare

Look for trends in future readings

Continue to take regular readings – this will allow you to easily see the difference you’re making.

Can you see your usage reducing? Are there any peaks or troughs? Have there been any significant changes to your business and has this accounted for any differences?

Tip To calculate your gas and electricity usage, subtract your previous meter reading from your latest reading.

Future readings

Date	Electricity reading 1 (day)	Usage	Electricity reading 2 (night)	Usage	Gas	Usage
D D M M Y Y						
D D M M Y Y						
D D M M Y Y						
D D M M Y Y						

3 Identify



What are your business's main areas of waste?

Answer the following questions to identify how energy efficient your business is. Scores marked '3' or higher will indicate areas requiring further improvement.

Heating

Are staff happy with the temperature of their working environment?

Yes	Mostly	Not sure	Some	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the room thermostat working and set to a comfortable working temperature?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are windows and doors free from cold draughts?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Lighting

Are lights switched off when not required?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do you use energy saving light bulbs?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are light switches arranged together and labelled?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Electrical equipment

Are built-in energy saving features on office equipment activated?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are monitors and fans switched off when not in use, overnight and at weekends?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are printers and photocopiers turned off when not in use, overnight and at weekends?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Refrigeration

Are refrigeration units being run efficiently?

Yes	Mostly	Not sure	Some	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are vending machines/water coolers turned off when not in use, overnight and at weekends?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are pumps/fans/compressed air units switched off when the equipment they serve isn't in use?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Cooling

Is the air circulation of your air conditioning good?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are the air conditioning filters cleaned and is equipment serviced regularly?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the air conditioning only set to come on when required during working hours?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4 Plan



Highlight your priority actions

After having answered the questions in the 'Identify' section of this document, go through and choose the key areas that you gave a score of '3' or more. These areas are the ones that require your priority attention.

The Reference Guide contains tips that will help you save energy in these key areas.

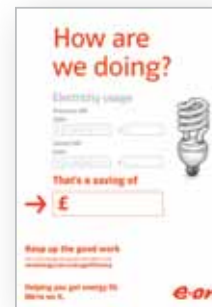
	Action (e.g. 'switch off lights when not required')	Who (e.g. 'Sally Smith')	Date (e.g. 'Every evening until 22 December')
 Heating			
 Lighting			
 Electrical			
 Refrigeration			
 Cooling			

5 Change behaviour



Promote the idea of energy saving to your colleagues

We've provided poster templates here that can help encourage your colleagues to save energy. Download and update them with your actions from step 4, print them out and put them round your office.



Electricity progress poster



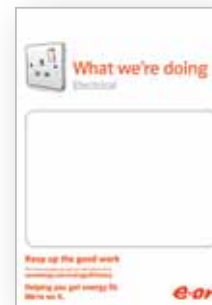
Gas progress poster



Heating action poster



Lighting action poster



Electrical action poster



Refrigeration action poster



Cooling action poster



General action poster

6 Monitor



Continually review the process

Monitor your usage closely over the next year and see if your energy consumption levels are successfully reducing. Go back to **'Establish'** (step 1) of this Action Plan and work back occasionally – each time jotting your results here.

Date	What action was taken	Savings made

