



Energy saving in offices

Offices make up a large part of the University. By reducing energy wastage, you can help to decrease the University's carbon emissions, which will reduce the impact that the University's operations have on the environment. Reducing energy consumption also cuts unnecessary University spending on fuel bills, which can then be used for other investments. This guidance document will provide you with the knowledge you need to reduce your energy wastage in an office environment.

Electrical equipment

- Do not switch on computers until required.
- Activate the energy saving features on office equipment.
- Turn off your monitor when attending meetings and at lunchtime. Screensavers may protect screens but do little to reduce electricity consumption.
- Switch off PCs, standalone processors and terminals at the end of the working day, at night and weekends.
- Disconnect chargers once an item is charged, as leaving a charged item connected harms its battery life. Unplug the charger from the wall as even an unconnected charger still pulls energy from the supply.
- Do not leave any electrical equipment running overnight or at the weekends unless there is a special reason for doing so.
- When purchasing or leasing any type of electrical equipment, check energy efficiency and choose the model with the highest rating for energy efficiency; 'A+++' rating.
- Switch off cold-drink machines over night or fit them with a timer. This is especially important in areas which close down during the Christmas, Easter and summer vacations.

Heating

- The University aims to heat its buildings to between 19-21°C. Achieving this temperature at all times during the working day can be challenging. And even if this temperature is reached, each person is comfortable at a different temperature, so not everyone will be happy with this.
- If you're feeling cold, are your colleagues also feeling cold? If not, consider altering the number of layers of clothing you wear to maximise your own personal comfort. Dress appropriately for the season – a sleeveless top in December won't keep you warm.
- Many radiators have valves that allow you to alter the heating in your room.
- When the heating is turned on, keep doors and windows closed to prevent wasting heat. Do not open windows to control the temperature, as this is a waste of heat.
- If doors and windows do not seal correctly when closed, report it to the Estate Office Helpdesk on extension 16666.
- Avoid the use of portable electric heating devices – plugging in an electric heater in a room with a thermostat causes the heating to go off in neighbouring rooms (as it tells the temperature

sensors to turn off the central heating, as the room is too hot). This is likely to cause your colleagues in other rooms to feel cold and they too may plug in additional electric heaters, increasing our carbon emissions.

- Switch off equipment and lighting in order to reduce heat gains wherever possible.
- Close curtains / blinds at dusk to stop heat escaping overnight.
- Sit hot blooded people near the window / in the coolest parts of the room, and cold blooded people near the radiators.
- Report heating defects to the Estate Office Helpdesk on extension 16666. If temperatures are excessive, advise the Estate Office Helpdesk and the heating could be reduced. A 1°C reduction in room temperature can reduce fuel bills by 8%.

Lighting

- Maximise the use of daylight - open blinds and keep window ledges clear of clutter.
- Use only the lights that are required - switch off unnecessary lighting. Could you use a desk lamp instead of lighting the entire office?
- Report faulty lighting promptly to the Estate Office Helpdesk on extension 16666.
- Switch off lighting in unoccupied areas - lighting an empty office overnight wastes enough energy to heat water for 1,000 cups of coffee.
- If you know of any areas that would benefit from motion sensor controls, email sustainability@nottingham.ac.uk.

In the kitchen

- Only boil the amount of water you really need in your kettle, and, if you're using an electric kettle, make sure you cover the elements. Jug-type kettles need less water as they have smaller elements.
- Turn your microwave off at the wall when not in use, especially overnight / over the weekend - powering the clock can use more power than heating your food!
- Turn off the toaster and kettle at the wall at the end of the day / week.
- Defrost your fridge and freezer regularly to keep them running efficiently and cheaply - if they frost up quickly, check the door seal. If your fridge is next to a cooker or boiler, leave a good gap between them.
- Only use your dishwasher when it is full.