

Summary of Community First Energy Walkround Audit

According to the Wiltshire Wildlife Trust, the top energy users in an office environment are (in order of usage, starting with the highest at the top):

1. Heating
2. Lighting and appliances
3. Hot water

Bearing this in mind, below is a brief summary based on our energy walkround audit of where energy is mostly wasted from:

- a) the Wyndhams building
and
- b) by us!

a) Where energy is wasted most from the building

(Please note that not all areas of energy wastage from the building noted during the audit are listed, only those which were common and which require relatively low cost solutions)

Heating

- Draughts coming through most windows and external doors. Draughts also emanating through some walls and ceilings where gaps in infrastructure exist. **Suggested solution:** D.I.Y. draught proofing & block up and/or insulate gaps.
- Some radiators without thermostatic valves. **Suggested solution:** Fit thermostatic valves.
- Some radiators obstructed meaning warm air cannot circulate freely. **Suggested solution:** Remove obstructions where practical.
- Some windows don't open and close properly. **Suggested solution:** Repair windows.

Lighting and appliances

- Some space heaters in use to reduce effects of 'cold spots' in offices. **Suggested solution:** Fit low cost reflective panels behind all radiators and/or purchase more efficient electrical heaters where appropriate
- Many old fluorescent tubes in use. **Suggested solution:** Replace with energy efficient tubes as and when old tubes expire.
- Photocopier left on overnight and at weekends. **Suggested solution:** Turn off overnight and at weekends.
- Some computers have to be switched on to print documents out. **Suggested solution:** Investigate reconfiguring these printing arrangements.

- Some sockets are inaccessible meaning extension leads have to be used. **Suggested solution:** Replace existing extension leads with switchable ones.
- Lights turned on unnecessarily or by accident because of switches not being labelled. **Suggested solution:** Label switches that cause confusion.
- Bar heater in ladies toilet switched on constantly. **Suggested solution:** Turn off overnight and at weekends.
- Many fluorescent light diffusers dirty or obscured by insects. **Suggested solution:** Clean out diffusers.

Hot water

- Water heaters in gents and ladies toilets switched on constantly. **Suggested solution:** Investigate whether these can be turned off overnight and at weekends.

b) Where energy is wasted most by us in the office

(Please note that the notes below only detail where energy is wasted as opposed to good practise which already happens in some cases e.g. in some offices staff are reminded to turn equipment off when not in regular use, lights are not used until necessary, equipment is turned off when not being used for long periods of time and electrical equipment that can be adjusted to be set in energy saving mode is done so. These notes simply point out other areas where energy can be saved.)

Heating

- Some radiators obstructed meaning that warm air cannot circulate freely. **Suggested solution:** Remove obstructions where practical.

Lighting and appliances

- Some lights left on when offices unoccupied. **Suggested solution:** Turn lights off even for a short time - a fluorescent tube uses over 500 times more energy if left on for 15 minutes than the energy needed to restart it!
- Computer hard drives left on when not being used for long periods of time. **Suggested solution:** Turn your computer off when not in use for a while - modern hard drives are not significantly affected by frequent shut-downs.
- Computer monitors left on when not being used. **Suggested solution:** Frequently turn off your monitor when not in use - only if for 10 minutes. Computer monitors use twice the energy of hard drives.
- Computer printers and speakers left on when not being used. **Suggested solution:** Firstly, ask yourself whether these pieces of equipment need to be switched on in the morning in the first place or is it just a habit? If you need to use printers or speakers, turn them off after use.

- Electrical adapters left on overnight and at weekends. **Suggested solution:** If your adapters are easily accessible, unplug them from the socket when they are not in use. If not, try to move the adapter or equipment they feed to mean that they can be unplugged easily.
- Equipment left on in standby mode. **Suggested solution:** Switch off equipment completely rather than leaving it in idling mode. Equipment continues to use up to 70% of normal power consumption in stand by. This applies most readily to computer screens. You can adjust your screen to power down completely after a certain length of time. (Please refer to the *Green Office Guide on the P: Drive* for advice on how to do this.)

Hot water

- Only use as much as you need!

And finally....

For advice on how you can save energy in the office, please have a look at the *Green Office Guide on the P: Drive*. Also, you can refer to the 'Top Tips' on energy saving that Sue will be circulating as well as a regular energy saving tip which will be coming your way each week by e-mail.