



SMATE-4BIZ

Save Money and The Environment

The business edition

Cost saving tips that help you save company money – and
become more environmentally friendly
Version 1

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Introduction

SMATE-4Biz is an easy way to ensure your business has some environmental credentials they can be proud of. It also saves some serious money.

By simply making some small changes, every business can help reduce greenhouse gases and lessen our impact on the environment.

The good news is, going green is easier than you think.

This practical guide contains some top tips on the easiest and quickest actions you can take. Starting with some easy ways to cut your energy consumption.

With UK gas and electricity prices more than doubling since 2005, one of the best ways to tackle rising business energy bills is to become more energy efficient.



Easiest and quickest things to do

Switch it off

Yep it's as simple as that – If you are not using it, turn it off.

If you're running an office, it will be full of appliances like computers, monitors, printers, projectors, TV's electronic white boards and so on. Unless your business is open 24x7x365 then turning things off will save you a huge amount in energy.

This applies across the board from anything that's plugged into a socket, through to switching off the van/car rather than idling at traffic lights etc.



Turn it down

Turning down your office thermostat by just one degree will save and most people don't even notice the change.

The Energy Saving Trust recommends heating between 18 and 21 degrees C and wearing a jumper. Plus, there's no need to keep your heating on 24 hours a day.



Use it again

That bottle, that bag, both sides of a piece of paper- the biggest change you can make is to use it again. A reusable water bottle can save each employee up to £260 per annum! Do the same with a reusable eco coffee cup and save another £65 per annum. Providing staff with reusable bottles and mugs also gets your logo out there! That's a free walking billboard for every employee.



Slow it down

When driving on motorways or A roads, slowing down is a very easy way to improve your company cars/vans fuel consumption and save money!

Having a maximum of 60 set rather than 70 delivers 17% saving on average as the engine is working in its most efficient zone more of the time. That roughly equates to the same saving in emissions.

Other tips for improving fuel efficiency include:



- Drive smarter – accelerate and brake gently, changing to a higher gear as soon as possible to save up to 30% in fuel
- Check the tyres – over or under inflated tyres will affect overall fuel economy
- Don't get dragged down – an empty roof rack or cycle carrier adds 16% drag at 70mph, while an empty roof box adds 39%, making your vehicle much less fuel efficient. Driving with an open window has a similar effect
- Turn off the AC – unless it's really cold or uncomfortably warm in the car, leave the air-con turned off because it burns more fuel. The same goes for heated windscreens, demisters and other electrical appliances.

Tips for the Office



Use green energy

Switch to a green tariff from your energy supplier to ensure that the energy you use comes from renewable energy sources like solar, biomass, hydro or wind.

The percentage of electricity generated from renewable sources has been rising steadily in the UK, and now accounts for 28% of all power generation.

Most energy suppliers offer 'green' electricity tariffs that support renewable energy. There are two main types:

- Green supply tariffs – some or all of the electricity you buy is 'matched' by purchases of renewable energy that your supplier makes on your behalf. Many green tariffs will state that your supply is 100% renewable.
- Green fund – this usually involves paying a premium to contribute to a fund that will be used to support new renewable energy developments. While your existing electricity supply may continue as usual, your involvement could help alter the mix of energy sources in the future toward renewable sources.

For more information about green electricity, contact your energy supplier.

Power

- Check the brightness on your monitor! Assuming it is not of the type that automatically adjust itself to the available light conditions do remember to set the brightness to just what you need. Does it need to be maximum brightness
- Turn lights off whenever you leave a room and adjust curtains and blinds to let in as much natural light as possible during the day. This simple act could save your household around £14.00 per person a year.
- Don't leave appliances on standby or on charge for no reason.
- Label your lights! - Simple labelling systems for electrical switches and panels can help increase lighting efficiencies and save about 20% of lighting energy use. These labels identify switches that need to be:
 - Left on at all times
 - Left on during business hours only
 - Left on during occupancy hours only



- Use energy saving light bulbs (LED is currently best). Lasting 12 times longer than a normal light bulb, each one will save you about £100 over its lifetime! Pay back from a typical halogen bulb to LED is now < 1 year
 - Don't forget your Emergency and Outdoor lights as they can also be switch to LED.
- Use task lighting when appropriate - Instead of using ceiling fixtures that light entire rooms, use compact fluorescent or LED (Light Emitting Diodes) task lighting.
- Improve interior surfaces' reflectance. Consider painting walls, floors and ceilings with lighter colours to improve the reflectance values and lighting efficiency and thereby reduce the lighting electrical load.
- Only light occupied areas of your building during cleaning. Ask whoever cleans to light only one area of the building at a time while cleaning rather than having the entire building unnecessarily lit. Also, you can take advantage of partial switching (such as turning on only one lamp of a three-lamp fixture) to further reduce energy use during building cleaning.
- Don't fill your kettle too full. By only boiling the actual amount of water you need can save around £6 per person a year
- When replacing electrical appliances, check out the EU energy label on the products you plan to buy (if they have one). With ratings ranging from A++ (most efficient) to G (least efficient), the more efficient the machine, the cheaper it is to operate! But also check the power consumption in both normal use and standby/sleep mode.
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Heating

- Turn your thermostat down by 1°C. Most people are comfortable in a room temperature of 19°C. This small change could cut your energy bills by up to 10%. Saving approx.
- Your hot water thermostat doesn't need to be set higher than 60°C.
- Draught-proof any windows and doors. If your windows are not double glazed, an affordable short-term solution is to tape specially designed polythene across the windows. You will find a range of these products at your local DIY store.
- Simply insulating your floor can save a third of tonne of CO2 each year – keeping your office warmer for less. Timber floors can be insulated by lifting the floorboards and laying mineral wool insulation, supported by netting, between the joists.
- You can also use a regular silicon tube sealant to fill gaps between floorboards and skirting boards to stop draughts. A note of warning, don't block under-floor airbricks in your outside walls as floorboards will rot without adequate ventilation.
- Fitted carpets reduce heat loss through floors much more than vinyl coverings or wooden floors. You can improve floor insulation yet further by fitting a good quality underlay.
- Always insulate your hot water pipes.
- Ensure a good fitting insulating jacket on an hot water tank. It should be at least 75mm (3") thick. These cost around £10 and will pay for themselves within a few months. Alternatively, if you are unable to fit a jacket onto your tank, you can insulate using heat resistant spray foam.
- 25% of heat is lost through the roof. Depending on the size of your office, simply installing the recommended 270mm of loft insulation material could save.
- Lobby your council to stop penalising landlords on rates because of EPC improvements



References

East Riding Council – [Sustainable home guide](#)

The Energy Saving Trust - [Energy Saving Quick Wins](#)

The Sun – [Waste warriors](#)

BC Hydro – [Lighting systems](#)