



Energy Saving Tips for today, tomorrow and in the future

today, tomorrow and in the future

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today

1. Turn off lights and all office equipment when you're not using it – overnight, at weekends, during bank holidays and while you are on your lunch and coffee breaks
2. Reduce water consumption by turning off taps fully and fixing any drips
3. Keep heating at a constant level and ensure that doors and windows are shut when using heating or air conditioning – or even better turn your heating down a degree
 - Lowering your setpoint by 1 degree can reduce your bills by up to **8%**
4. Go paperless
 - Use email where possible, set your PC to print double-sided and black and white as standard
5. Let your customers and suppliers know you're committed to reducing your environmental impact, and promote it through your marketing.

tomorrow

1. Write an environmental policy
 - A sample template can be downloaded from the free resources section of our website <http://mselectronics.co.uk/support-resources/>
 - Promoting your policy will improve your business' reputation with customers, investors, supplier, the public, employees and other stakeholders
2. Ensure staff are motivated to adopt policies and take ownership to continue to monitor and make improvements
 - Put up signage to remind and educate staff – try using vibrant colours and incorporate images etc. to make it fun and secure their buy in
 - You could even consider offering rewards or competitions?
3. Ensure maintenance is a key part of your operational strategy
 - Regular maintenance of building controls (lighting, heating boilers, etc.) can save up to **20%** if carried out at least once a year
4. Replace existing bulbs with energy saving, or LED equivalents
5. Place water hogs in all toilet cisterns
 - This can be as simple as an old water bottle filled with sand, or an old brick the objective is to fill the cistern with some mass so that it does not use as much water.

in the future

1. Work towards ISO 14001 accreditation
 - This is the international standard for Environmental Management Systems (EMS) and defines the requirements for establishing, implementing and operating an EMS. Its core principle is continual improvement not only of the system itself, but also in environmental performance
2. Put energy saving and carbon reduction on the boardroom agenda
 - Once management are aware of the efficiencies, savings and marketing benefits to be realised while undertaking their corporate responsibility they will want to keep it on the agenda and benchmark performance
3. Examine waste disposal costs and consider partnering with a nearby business to recycle your waste
 - Even better – could your waste could be turned into another business' raw materials
4. When you purchase new equipment, or white goods invest in the most efficient products
 - Try to purchase 'A' rated appliances and look for the Energy Saving Trust Recommended label each product has to meet strict energy performance criteria before being awarded this certification mark
5. Install energy saving controls
 - Heating – the most basic form of control can be in installing a thermostat that fixes the set-point so that heating temperatures are maintained to a conformable level for all while ensuring that excess heat is not being generated
 - A tamperproof thermostat could save upto **40%** depending on the application
 - Lighting – the most simple and cost effective form of lighting control is occupancy sensors. They can dim or switch off lighting when people have exited the room and they can reduce electricity use by **30%** or more depending on the application.



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